

South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

CALL INTO YOUR LOCAL OFFICE
FOR A FREE, FRIENDLY AND
CONFIDENTIAL SERVICE

⇒ JOB SEARCHING ⇒ INFORMATION SERVICES
⇒ CAREER GUIDANCE ⇒ EDUCATION & TRAINING

OUR OFFICES ARE OPEN FROM MONDAY TO FRIDAY

9:00 - 17:00

(Closed for Lunch)

Killarney Jobs Club

37A High St. 2nd Floor, Killarney

⇒ CURRICULUM VITAE (C.V'S)
⇒ COVER LETTERS
⇒ JOBS CLUB TRAINING

Head Office

Cahersiveen

West Main St.

Cahersiveen

Co. Kerry

Tel: 066 9472724

Other Offices

Killarney

37A High St.

2nd Floor,

Killarney,

Co. Kerry

Tel: 064 6636572

Killorglin

Library Place,

Killorglin,

Co. Kerry

Tel: 066 9761615

Kenmare

21 Henry St.

Kenmare,

Co. Kerry

Tel: 064 6641930



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection



ADMINISTRATION & OFFICE

RECEPTIONIST/SECRETARY

Employer :	Orchid Accountants & Statutory Audit Firm
Requirements/ Detailed Responsibilities:	<p>Experience is essential, Strong organisational skills & high proficiency in word and Excel</p> <p>Excellent interpersonal skills, drive and enthusiasm are a pre-requisite for this role with an ability to work unsupervised on day –to-day duties and tasks</p> <p>Responsibilities Include:</p> <p>Reception and telephone, Secretarial duties, Administration of client relationship management database & payment processing. Provide administration assistance for senior team including room bookings, typing, filing, stationary, printing, archiving etc. Input of time-sheets</p>
How to Apply:	<p>Please apply with full CV, exam results and cover letter to:</p> <p>michaelculloty@orchid.ie</p>

OFFICE ADMINISTRATOR/RECEPTIONIST

Location:	Ardfert, Co. Kerry
Requirements:	<p>Full time position, 5 days a week over the course of or business hrs Monday-Saturday</p> <p>Ideally we are looking for a Friendly, Outgoing, Ambitious personality, In what is a busy environment we want someone who can approach the position in a professional manner, must be a team player with a keen eye for detail. Applicants must be a team player with excellent communication and computer skills, The successful candidate must have the ability to work to deadlines accurately and efficiently</p>
How to Apply:	Apply Now to : indeed.ie

BOOKKEEPER/RECEPTIONIST

Location :	Tralee
Requirements:	<p>Full-time position</p> <p>Experience essential</p>
How to Apply:	Please reply with CV to : kerryrecptionbookkeeper@gmail.com

QUALIFIED PHARMACY TECHNICIAN OR PHARMACY ASSISTANT

Location:	Killarney Town Centre Pharmacy
Requirements :	<p>IT Skills & Pharmacy experience essential</p> <p>8 month contract role with a view to permanency</p>
How to apply :	<p>Applications in confidence to:</p> <p>pharmacyrole@gmail.com</p>

ADMINISTRATION & OFFICE

FULL TIME PAYROLL/ACCOUNTS/ADMINISTRATOR

Employer:	KC Print
Requirements:	<p>3 years experience in Payroll (Sage Micropay an advantage)</p> <p>IPASS qualification desirable but not essential</p> <p>Up-to-date technical knowledge of statutory payroll legislation</p> <p>End-of-year processing & revenue return filing; P30 P60 P35 P35L</p> <p>Bank Reconciliation & Cash Book postings</p> <p>Assist in Credit control & monthly review of Aged Debtors</p> <p>Experience with Sage 50 or similar accounts package</p> <p>Assist all teams with general administrative duties</p> <p>Strong PC skills, proficiency in MS Office, particularly in Excel</p> <p>You will also be required to oversee the administration of ISO quality management system, Health & Safety & GDPR compliance. Experience in this area will give you a distinct advantage, in-house training will be provided.</p> <p>This is a busy role that requires initiative, a can-do attitude and a willingness to learn.</p>

How to Apply: Please send applications to:
ACCOUNTS@KCPRINT.IE

ORDER PROCESSING/CUSTOMER SERVICE

Employer:	KC Print
Requirements:	<p>3 years experience in processing orders in a busy environment</p> <p>3 years experience in using databases</p> <p>Proficient in Microsoft Suite of Office Products</p> <p>Excellent telephone manner & strong communication skills</p> <p>Ability to manage third-party suppliers and services</p> <p>Excellent time management skills</p> <p>The applicant must be organised, conscientious & able to work on own initiative. The applicant must also show good attention to detail & have excellent communication & interpersonal skills.</p> <p>A can-do attitude is essential in this role as is a positive attitude to challenges & deadlines</p>

How to Apply: Please send applications to:
AIDAN@KCPRINT.IE

ORDER ENTRY-TELESALES OPERATIVE

Location:	Ballyvourney
Requirements:	<p>Excellent communication skills both written and oral are required with typing skills and office qualification beneficial. Good telephone manner essential.</p>
How to Apply:	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p>

ADMINISTRATION & OFFICE

PAYROLL/ACCOUNTS/ADMINISTRATOR

Location:	Killarney
Requirements:	3 years' experience in Payroll IPASS Qualification desirable but not essential Up to date technical knowledge of statutory payroll legislation End of year processing and revenue filing Bank Reconciliation and Cash Book posting Assist in Credit Control and monthly review of aged debtors Experience with Sage 50 or similar accounts package General admin duties Strong PC Skills. Proficient with MS Office particularly Excel
How to Apply:	Please send CV to: Joanne Griffin SKDP Library Place Killorglin Kerry Email: jgriffin@skdp.net

INSIDE SALES ACCOUNTS MANAGER

Location	Killarney
Job Summary	Sales Team Member
Duties:	Make daily outbound calls and sales processing Educating customers on full offering Meet customers' needs and expectations Maintain existing business and grow accounts Create and implement territory plan
Requirements :	Sales experience essential Highly organised and strong time management skills essential Self-motivated
How to Apply :	Please send CV to: Joanne Griffin SKDP Library Place Killorglin Kerry Email: jgriffin@skdp.net Closing Date is February 1st 2019

ADMINISTRATION & OFFICE

WIDE FORMAT PRESS OFFICER

Location :	Killarney
Job Summary:	Working knowledge of large and small format mounting and laminating
Duties	Operate and maintain large format colour digital devices Organise and prepare digital files to download to large format colour digital devices Perform quality control check Print finishing Operation and light maintenance of wide format printers Process digital files on Windows and Apple platforms Adobe Photoshop / Illustrator proficiency
How To Apply :	Please send CV to: Joanne Griffin SKDP Library Place Killorglin Kerry Email: jgriffin@skdp.net Closing Date is February 1st 2019

ACCOUNTS ADMINISTRATOR

Location:	Ballyvourney
Job Summary	Accounts Payable and Accounts Receivable
Requirements:	Accounts experience an advantage but full training will be given Proficient in Excel and MS Office programs an advantage Good Attention to details and organisational skills required Typing skills essential
How to Apply:	Please send CV to: Joanne Griffin SKDP Library Place Killorglin Kerry Email: jgriffin@skdp.net Closing Date is February 1st 2019

ADMINISTRATION & OFFICE

INSURANCE BROKER

Personal Lines Executive (Entry Level) Required – Full Time / Permanent Position.

Location :	Killarney
Job Summary/ Duties:	<p>The Personal Lines Executive deals with all aspects of client's General Insurance requirements</p> <p>Providing advice on all aspects of General Insurance.</p> <p>Ability to evaluate client insurance requirements and provide suitable cover solutions.</p> <p>Negotiating terms and placing business with underwriters.</p> <p>Maintaining existing client relationships in addition to adding new clients.</p> <p>Delivering first class Customer Service to all existing and potential clients.</p>
Requirements	<p>Evidence of excellent Customer Service skills.</p> <p>Excellent organisational skills and attention to detail.</p> <p>Excellent communication and interpersonal skills to include a confident phone manner.</p> <p>Excellent IT skills with a Knowledge of Microsoft office.</p> <p>A minimum of 280 points in the Leaving Certificate to include a pass in English and Maths at either Ordinary or Honours Level (or equivalent) OR an Ordinary Batchelor Degree (Level 7) (or higher)</p> <p>Self-motivated, enthusiastic and solution focused.</p> <p>Commitment to studying for Insurance exams and advancing your career.</p> <p>Ability to work as part of a team and contribute to the continued growth of the Company.</p> <p>Enjoys interacting and building relationships with customers and is comfortable working in a fast paced dynamic environment</p>
How To Apply :	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date is February 1st 2019</p>

ADMINISTRATION & OFFICE

ADMIN/ACCOUNTS

Location	Dunrune
Duties	<p>General Administration duties</p> <p>Basic Microsoft Office skills (Excel, PowerPoint, Word)</p> <p>Setting up files (if necessary), completing forms, sending out correspondence, book keeping, cash handling</p> <p>Data entry and database management (attention to detail is required)</p> <p>Maintenance of data</p> <p>Secretarial work including typing, post, telephone queries, filing, archiving and photo-copying</p>
Requirements:	<p>Love to work with people</p> <p>Have the ability to multitask</p> <p>Have excellent problem solving skills</p> <p>Be organised and meticulous</p> <p>Be proficient at typing and have good phone manner</p>
How to Apply:	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date is February 1st 2019</p>

CONSTRUCTION

WINDFARM SITE WORKERS(SEcurity POSITIONS)

Job Summary	<p>4 Positions Available</p> <p>The positions are full time with immediate start. Minimum hours per week is 36 hours</p>
Location	Ballyvourney
Requirements:	<p>Current Safepass,</p> <p>Current PSA Static guard licence and</p> <p>Full B driver licence.</p> <p>Manual Handling cert an advantage must not compulsory as training in this can be given.</p>
How to Apply:	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date is February 1st 2019</p>

CONSTRUCTION

WAREHOUSE GENERAL OPERATIVE

Location	Ballyvourney
Job Summary	Work in stores & assembly area
Requirements:	No experience required as full training will be given but experience of a warehouse environment a distinct advantage
How to Apply:	Please send CV to: Joanne Griffin SKDP Library Place Killorglin Kerry Email: jgriffin@skdp.net Closing Date is February 1st 2019

FIELD TECHNICIAN

Location	Killarney
Duties	<p>The Environmental Field Technician will be responsible for sampling drinking, ground and surface water samples to ISO specifications. As well as the operation and maintenance of auto-sampler systems and field equipment, documentation and logging samples.</p> <p>Working independently from written work descriptions without direct onsite supervision.</p> <p>Use of basic computer software to enter field data and observations through the LIMS system (LIMS will be on the job training).</p> <p>Understanding of and adherence to environmental regulations and procedures.</p> <p>Field testing including pH, Conductivity, temperature, DO, total and free chlorine and other specified tests.</p> <p>Maintaining the reputation of the company by being prompt and professional.</p> <p>Operation and proper maintenance of a company vehicle, cell phone and any other equipment.</p> <p>Must be able to drive safely in various conditions and must be able to follow street maps.</p> <p>Willingness to undertake daily travel including overnight stays will form an important part of this role.</p>
Requirements	<p>Successful candidates will have excellent customer service skills, strong administrative abilities and must be organised and outcome-oriented. The ability to work in a fast paced environment, with strong attention to detail is essential.</p> <p>The Candidate should hold a full, clean Irish drivers licence.</p>
How To Apply	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date is February 1st 2019</p>

CONSTRUCTION

OPERATIONS ASSISTANT

Location	Base—Ballyvourney
Job Summary	<p>Ideal candidate will be trained in the day to day running requirements of the business. The person will come on board as a General operative and will be given responsibilities of looking after the operational requirements of various areas of the business.</p> <p>This role has a distinctive bias towards someone with a good grounding in IT. The successful person will have the responsibility of maintaining and keeping operational our handhelds, bench scanners and RF network. Whereas the physical hardware maintenance is sub contracted out, the successful person will be responsible for setting up the devices following repair and handling the process of repair with our outside maintenance company.</p> <p>A large section of the role will be the manipulation and reporting of the data that is captured by our systems.</p>
Requirements:	Experience in Excel, SQL and ODBC would be a particular advantage
How to Apply:	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date is February 1st 2019</p>

TRUCK DRIVER—MULTI DROP

Location	Base—Ballyvourney
Job Summary	<p>General driving duties - delivering and collecting to/from our customer's premises</p> <p>Wearing correct company uniform & PPE (clean & tidy)</p> <p>Maintaining a professional standard when whilst delivering, driving or collecting products</p> <p>Carry out pre-use checks prior to using any equipment/ vehicle/trailer, complying with appropriate documentation & procedures</p> <p>Reporting of any vehicle defects/damage or to management</p> <p>Ensuring that vehicle loads are safe and damage free, secured with the appropriate restraints as per company procedures / Safe Systems of Work</p> <p>Check/ complete / retain and hand over all load documentation/POD's and delivery paperwork</p> <p>Provide relevant feedback to management on information gathered whilst completing your duties</p> <p>Maintain vehicle cleanliness using all equipment safely as specified in operating procedures and Safe Systems of Work</p>
Requirements	<p>Must have CPC Card</p> <p>Excellent driving skills</p> <p>Ability to work alone and as part of a team</p> <p>Good customer service and communication skills</p> <p>Health and Safety conscious.</p> <p>Ability to complete record sheets and paperwork accurately</p> <p>A reasonable level of fitness to work with loads</p> <p>Trustworthy and reliable</p> <p>Good command of English required</p>
How To Apply	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date is February 1st 2019</p>

HOTEL & CATERING

SPA THERAPIST

Employer :	Muckross Park Hotel
Location:	Killarney, Co. Kerry
Requirements:	<p>Hold beauty and body qualification with CIBTAC, CIDESCO or ITEC</p> <p>Have a positive, friendly approach with clients and other members</p> <p>Are fluent in English with excellent communication skills</p> <p>Are flexible in terms of working hrs</p> <p>Ideally have previous Spa Experience, however, excellent training is provided</p> <p>Meals are provided while on duty</p>
How to Apply:	<p>Apply online : www.muckrosspark.com/careers</p> <p>Please submit your application in email : Rebecca@muckrosspark.com</p> <p>Or by post : Rebecca Kiely, HR Manager, Muckross Park Hotel & Spa ,</p>

TEAM MEMBER

Location:	Killorglin
Job Summary	Kitchen Work
Requirements:	<p>English Speaking essential</p> <p>Flexible Hours</p>
How to Apply	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date: 1st February 2019</p>

HOSPITALITY MULTITASK ASSISTANT

Employer:	Killarney
Job Summary	Breakfast and housekeeping for the coming season.
Requirements:	Ideally they should have hospitality industry experience but not essential as training will be provided. A good knowledge of English is necessary. Hours 8am to 1pm
How to Apply:	<p>Please send CV to:</p> <p>Joanne Griffin SKDP Library Place Killorglin Kerry</p> <p>Email: jgriffin@skdp.net</p> <p>Closing Date: 1st February 2019</p>

HOTEL & CATERING

CONTACT CENTRE MANAGER—TRAINING & REPORTING

Location:	The Gleneagle Group Killarney
Job Summary	<p>The Gleneagle Group are recruiting for an exciting new position—Contact Centre Manager responsible for team member training & data analysis to join their contact centre</p> <p>This role would suit an ambitious professional with extensive contact centre experience looking to take the next step in their career</p>
How to Apply	www.indeed.ie

SPA THERAPISTS

Employer:	Park Hotel Kenmare
Requirements:	Fully Qualified
How to Apply:	<p>Interested Candidates can send their CV to the following email address:</p> <p>info@parkkenmare.com</p>

MEDICAL PROFESSIONAL & HEALTHCARE

KERRY PARENTS & FRIENDS ASSOCIATION

Vacancy	Social Care Workers
Location :	Rathmore / Killarney
Essential Requirements for this post:	BA in Applied Social Care or equivalent qualification Experience of working in a care delivery capacity preferably within the disability sector Car owner with full clean drivers licence
How to apply :	For full details and application forms, please contact the HR Department at 064-6632742 or by email to : Deirdre.herlihy@kpfa.ie or tracie.ferris@kpfa.ie Completed Application Forms must be submitted to : Deirdre Herlihy, Human Resources Manager , Kerry Parents and Friends Association, Old Monastery, port Rd, Killarney, Co. Kerry Or Email : Deirdre.herlihy@kpfa.ie by 5pm on Friday the 1st of February, 2019

KERRY PARENTS & FRIENDS

Vacancy	Support Workers
Locations	Killarney/Cahersiveen & Valentia/Castlemaine & Killorglin
Essential Requirements for this post:	Fetac Level 5 in Healthcare or equivalent qualification Experience of working in a care delivery capacity preferably within the disability sector
How to Apply:	For full details and application forms, please contact the HR Department at 064-6632742 or by email to : Deirdre.herlihy@kpfa.ie or tracie.ferris@kpfa.ie Completed Application Forms must be submitted to : Deirdre Herlihy, Human Resources Manager , Kerry Parents and Friends Association, Old Monastery, port Rd, Killarney, Co. Kerry Or Email : Deirdre.herlihy@kpfa.ie by 5pm on Friday the 1st of February, 2019

MEDICAL PROFESSIONAL & HEALTHCARE

FULL TIME PHARMACY TECHNICIAN

Employer:	Park Rd Pharmacy
Location:	Killarney, Co. Kerry
Requirements:	<p>Full time hrs, must be available to work Monday-Sunday 9am-9pm</p> <p>To work under the supervision of the pharmacist to ensure an efficient dispensary</p> <p>To receive, record and assemble prescriptions, to maintain computer records/paperwork</p> <p>To maintain good stock control, to follow the pharmacy standard operating procedures</p> <p>Date checking of stock, Perform end of month duties, Assist with other duties when required</p> <p>Experience pharmacy technician course completed, one year experience preferable</p>
How to Apply:	<p>Email CV to : parkroad@deasypsharmacy.com</p> <p>Or post to : The Manager, Park Road Careplus Pharmacy Countless Centre Park Road, Killarney</p>

SALES, MARKETING AND ADVERTISING

TRADE COUNTER SALES

Location:	Tradekit Killarney Co. Kerry
Requirements:	<p>The successful candidate primarily be a sales person, dealing with account and cash customers in store and over the phone</p> <p>There will be opportunities to become more involved with purchasing, stores management or marketing over time, as we are a family-run business with just 11 employees, and can therefore build flexibility into our roles</p> <p>Relevant work experience would include experience of sales, or experience of the electrical industry</p> <p>However, we are happy to consider those without relevant experience who are excited to join a growing business and enthusiastic to learn, Salary is negotiable depending on experience</p> <p>The appropriate candidate must be able to demonstrate strong teamwork and communication skills</p>
How to Apply:	www.indeed.ie

SALES, MARKETING AND ADVERTISING

ELECTRICAL WHOLESALE TRADE COUNTER SALES

Location:	Tradekit—Killarney, Co. Kerry
Requirements:	<p>New member of staff to join dynamic trade counter sales team.</p> <p>Relevant work experience would include experience of sales, or experience of the electrical industry.</p> <p>The trade counter is a small team, and the appropriate candidate must be able to demonstrate strong teamwork and communication skills.</p>
How to Apply:	www.indeed.ie

SENIOR OPERATIONS MANAGER

Employer:	Finance For You
Requirements	<p>Fully qualified accountant/Degree in business studies</p> <p>Experience in Financial reporting is essential</p> <p>Previous experience in managing people</p> <p>Understanding of information systems</p> <p>The ability to pay strong attention to detail, as accuracy is vital</p> <p>Computer literate with good keyboard skills</p> <p>Good organizational skills with a proven ability to prioritise tasks</p> <p>Display personal commitment, effort, motivation & initiative in all business dealings</p>
How to Apply:	General Manager: Caroline O Shea (064-6694137) or @ coshea@financeforyou.ie

BUILDING & CONSTRUCTION

QUALIFIED HGV MECHANIC

Employer:	T Nolan & Sons LTD
Location:	Castleisland
Requirements:	<p>Hold a Senior Trade Cert</p> <p>Full clean drivers licence, be flexible & be able to communicate well with customers</p> <p>Applications also considered from trainees on phase 5, 6 or 7 of apprenticeship pro-</p>
How to Apply:	Forward CV to mdalton@tnolans.com

PRODUCTION, ENGINEERING AND SCIENCE

LABORATORY ASSOCIATE

- Employer :** James Byrne & co
- Requirements :** General duties in a QC laboratory including incoming RM and finished product testing and release
Minimum Level 7 Science qualification; relevant experience desirable
- How to Apply:** Please apply with current CV for the attention of :
Fiona Byrne, James Byrne & Company
Chartered Accountants,
25 Bank Place,
Mallow, Co. Kerry
Email : fbyrne@jamesbyrneco.ie

LABORATORY ASSISTANT/CRAFTSPERSON

- Employer :** James Byrne & co
- Requirements :** General lab duties
Qualifications and experience in Spray painting and shotblasting desirable
- How to Apply:** Please apply with current CV for the attention of :
Fiona Byrne, James Byrne & Company
Chartered Accountants,
25 Bank Place,
Mallow, Co. Kerry
Email : fbyrne@jamesbyrneco.ie



PRIMAFINANCE

DEBT *Solutions*

Prima Finance is one of Ireland's fastest growing independent debt management / personal finance advisory firms, based in Killarney, Co. Kerry but dealing with clients nationwide. We are now seeking applications from ambitious and dynamic candidates to fill new vacancies in our Sales department in our Killarney office due to the ongoing expansion of our business.

Sales Advisor

The Role:

- Liaising and advising potential new clients on a range of financial services and products
- Advising clients financially in line with our Debt Management/Personal Finance procedures
- Driven and motivated to meet monthly sales Targets
- Monitor your client pipeline so that appropriate follow up and communication happens in a professional and timely manner to maximise customer service and sales.
- Ability to work on your own initiative and maintain a positive attitude
- Previous experience in a financial sales role offers a distinct advantage
- An extensive In-house training programme will be provided

Essential Criteria

- Strong communication and interpersonal skills,
- Previous experience in a financial sales role,
- Proficient computer skills & ability to multi-task,
- Third level/QFA/financial qualification offers a distinct advantage.

Pay & Benefits

Base pay plus bonus structure

COMMUNITY EMPLOYMENT SCHEME POSITIONS

How to Apply

Please contact your Local Employment Service Offices (details below). Eligibility to participate on CE is generally linked to those who are 21 years old or over for all areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

CE VACANCIES

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Youth Worker	Killorglin	1	-	2089935
Youth Worker	Dingle	1	-	2087940
Childcare Assistant	Ardfert	1	22.2.2019	2097277
Childcare Assistant	Ballyheigue	1	22.2.2019	2097279
Childcare Assistant	Cumann Iosaef	2	22.2.2019	2097280
Childcare Assistant	Killorglin FRC	1	22.2.2019	2097283
Childcare Assistant	Listowel FRC	2	22.2.2019	2097284
Childcare Assistant	Listry	1	22.2.2019	2097277
Childcare Assistant	Rathmore	1	22.2.2019	2097285
Childcare Assistant	Shanakill	2	22.2.2019	2097289
Childcare Assistant	St Brigid's	2	22.2.2019	2097293
Athletics Coach	An Riocht, Castleisland	1	28.1.2019	2095490
Receptionist	An Riocht, Castleisland	1	28.1.2019	2095494
Maintenance	An Riocht, Castleisland	2	28.1.2019	2095521

COMMUNITY EMPLOYMENT SCHEME POSITIONS CONTINUED**CE VACANCIES**

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Care Assistant	Kilgarvan Community Development Ltd	1	29.1.2019	CES 2067774
Grounds Person	Kilgarvan Community Development Ltd	2	29.1.2019	CES 2068560

TÚS - COMMUNITY WORK PLACEMENT

- ⇒ Are you Unemployed for 12 months or longer and interested in working in Local Community Projects?
- ⇒ Tús provides work opportunities for all unemployed people in South Kerry.
- ⇒ If you are less than 25 years of age there will be a major financial incentive for participating.
- ⇒ Class A social insurance paid.
- ⇒ 12 month contract.

COME IN AND TALK TO US

Cahersiveen:	Killarney:	Killorglin:	Kenmare:
Adrian Griffin TÚS Supervisor	Ger Moynihan Lisa Murphy	Paudie O'Shea TÚS Supervisor	Donal McCarthy TÚS Supervisor
SKDP CLG West Main St., Cahersiveen.	SKDP CLG 37A High St., Killarney.	SKDP CLG Library Place, Killorglin.	SKDP CLG 21 Henry St., Kenmare.
Tel: 066 9472724	Tel: 064 6636572	Tel: 087 4146379	Tel: 064 6641930

TÚS/RSS VACANCIES

CARETAKER (KILLARNEY)

Employer:	Listry Community Facility
Location:	Listry, Killarney
Requirements:	Times will be agreed with voluntary group involved 19.5 hrs per week
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

RETAIL ASSISTANT (CAHERSIVEEN)

Employer:	Charity Shop
Location:	Cahersiveen
Requirements:	Times will be agreed with voluntary group involved 19.5 hrs per week
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165



SERVICES FROM THE SOUTH KERRY JOBS CLUB

THERE IS NO CHARGE FOR THIS SERVICE



Do you need help with your CV?

Do you need help writing a cover letter?

Have you an interview coming up and need help preparing?

We can compile a professional CV & Cover Letter to suit your needs

We can arrange to do a mock interview for you so you are well prepared

Please contact Mary or Paul for an appointment

Tel: 064 663 7833



FREE EVENT

- Have you Additional Support Needs?
- Are you 16yrs or over and looking to progress to further education, training or employment?
- Free Local Link Kerry transport
- Sign language Interpreters available throughout the day



EmployAbility Service Kerry and The Department of Employment Affairs & Social Protection

• PRESENT •

PROGRESSIVE PATHWAYS FAIR

THE ROSE HOTEL TRALEE

Wednesday 30th January 2019 from: 12pm to 6pm

Stands on the day include:

- The Department of Employment Affairs & Social Protection
- Kerry Education & Training Board
- IT, Tralee - Disability Support Services
- Assistive Technology
- Kerry Down Syndrome
- National Learning Network
- Studio 3
- Local Disability Support Services
- And Many More



For more information email: losullivan@employabilitykerry.ie



An Roinn Umhalai Postaiocshla agus Coimiseo Seinialai
Department of Employment Affairs and Social Protection

EmployAbility Service Kerry



EUROPEAN UNION
Employment Affairs
European Social Fund



Minister for Enterprise, Trade and Innovation
Government of Ireland



Workshops

WORKSHOPS THROUGHOUT THE DAY TO INCLUDE:

Assistive Technology

Your Training Options

Supports for Work



**FREE
TRANSPORT**
(Pre-booking is essential)

Closing date for booking Friday 25th January 2019

For more information about pick up points or to pre-book
seats visit our website:

www.locallinkkerry.ie

Contact:

Phone: 1890 528 528

Email: info@locallinkkerry.ie

Web: www.locallinkkerry.ie

Local Link Kerry
Sliabh Luachra Cultural Centre
Scartaglin
Co. Kerry

COURSES

**Driver Theory Tuition:**

Let us help you prepare for the Driver Theory Test
We will have all the up-to-date books and CD's to assist you.

Tutor: Eileen O' Flaherty
Day: Wednesday
Time: 6.30pm – 8.30pm
Venue: The Lodge Killorglin

Digital Media:

This course provides the learner with the ability to use digital media devices for their personal and social lives.

Day: Thursday
Time: 4.30pm – 6.30pm
Venue: The Lodge Killorglin

Computers & Food & Nutrition:

Days: Tuesdays 10am – 1pm & Wednesdays 10am – 12.30pm
Venue: The Lodge in Killorglin

Beginner English Language Class – Wednesdays (Times TBC)

Beginner computers – Wednesday 1pm – 3pm

One to One Tuition in Reading, Writing, Spelling & Maths available.
This is a free and confidential service.

If you require any further information on the above or to register your interest, please contact Deirdre Fitzgerald ALO Kerry ETB The Lodge Killorglin on 086-0460506

Are you interested in becoming a Volunteer Literacy Tutor?

If you would like to find out more about becoming a literacy tutor or interested in completing an application form for our Volunteer Tutor training which is to commence in Tralee on February 23rd; please contact Deirdre Fitzgerald The Lodge Killorglin on 086-0460505 or 066-9790765 for further information.

Kerry Education & Training Board through our Literacy & Adult Basic Education service provides one to one tuition to men and women who have difficulty with reading, writing, spelling and maths. This service is FREE and confidential and is available in our centres around the county. It operates with the assistance of volunteers from all walks of life in Kerry.

Jobs Sheet Publishing Info



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South Kerry Development

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