

# 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/OFFICE ADMINISTRATOR

Employer :	Pierse Fitzgibbon Solicitors Listowel
Requirements	The ideal candidate must have the following skills: Telephone skills, Client Focus, Verbal Communication, Professionalism, Microsoft Office, Listening Handles pressure, Supply Management and office administration Accuracy and attention to detail Excellent organisation skills
How to Apply:	Immediate start-salary negotiable commensurate with experience Email : <a href="mailto:careers@pierse.ie">careers@pierse.ie</a> Closing date for receipt of CV's is February 8th 2019

### ADMINISTRATOR/BOOK-KEEPER

Requirements:	The ideal candidate will need experience which involves direct dealing with tenants and property owners on a daily basis. The ideal candidate should have excellent administration skills to support the role, will be flexible to work in all areas in office, strong communication skills ; skilled negotiator. Excellent Customer Service Skills, Full clean driver's licence. Full working knowledge of all office packages; this role is full time.
How to Apply:	To apply for this role, send your CV to: Box No. 0550 Kerry's Eye Newspaper, Ashe Street, Tralee Closing date for applications is Wednesday 6th February 2019

### ACCOUNTS ADMINISTRATOR

Location :	Brook Lodge Hotel Killarney & Eviston Hotel
Requirements:	General upkeep of hotel accounts department Excellent remuneration package for the right candidate
How to Apply:	Applications to: <a href="mailto:evistonhse@gmail.com">evistonhse@gmail.com</a>

## ADMINISTRATION & OFFICE

### SECRETARY (FULL-TIME)

Location:	Glebe House, Killarney
Employer:	OCKT Limited
Details:	Full-time secretary required for a busy Accountancy Practice for Maternity Leave contract commencing April 2019
Requirements:	Strong organisational skills and high proficiency in Word Excellent communication and interpersonal skills Experience essential
How to Apply:	Please forward your CV to: info@ockt.ie or post to: OCKT Limited, Glebe House, Glebe Place, Killarney, Co Kerry

### HOTEL RECRUITMENT OPEN DAY

Employer:	Hotel Killarney, Innisfallen Hotel, 3 Lakes Hostel
Location:	Killarney
Vacancies:	HR Administrator Reservations Agent Receptionist Night Porters Accommodation Assistants Food and Beverage Assistants Restaurant Supervisors Kids Club Assistants Leisure Centre Assistants Chefs Kitchen Porters
How to Apply:	Come along and meet us in Hotel Killarney, Cork Road on <b>Monday 4th of February, from 10.30am to 3.30pm</b> or please feel free to email your CV in advance to HR@HotelKillarney.ie

### OFFICE ADMIN (ACCOUNTS)

Location :	Killorglin
Job Summary:	3-4 mornings per week Experience desirable but training will be provided, Flexible Hours will apply
Duties	Sales & Purchases, Bank Reconciliations, Email, Scanning, ROS, General Clerical Duties
How To Apply :	Please send CV to: Joanne Griffin SKDP Library Place Killorglin Kerry Email: jgriffin@skdp.net by February 8th 2019

## HOTEL & CATERING

### CAFÉ MANAGER

Location:	Ballinskelligs
Requirements:	Experience preferable, salary negotiable
How to Apply:	Please forward CV to Marie at the Local Employment Service, West Main Street Cahersiveen Co. Kerry, Or email : <a href="mailto:mariegarvey@southkerryles.ie">mariegarvey@southkerryles.ie</a>

### RESTAURANT STAFF

Employer:	The Mug & Bean Café, Killarney
How to Apply:	Please drop you CV to the café or email to: <a href="mailto:mug.killarney@gmail.com">mug.killarney@gmail.com</a>

### BREAKFAST COOK

Location:	Killarney View Guest House
Requirements:	Reliability required
How to Apply:	Please email to: <a href="mailto:info@killarneyviewguesthouse.com">info@killarneyviewguesthouse.com</a>

### PASTRY CHEF

Location:	The Ross Hotel, Killarney
Requirements:	Experience in a similar role is essential Minimum 2 years' experience Fluent English
How to Apply	Please apply with CV to the Ross Hotel or email to <a href="mailto:ciara.treacy@theross.ie">ciara.treacy@theross.ie</a> Phone: 064 663 1855 <a href="http://www.theross.ie">www.theross.ie</a>

### CHEF DE PARTIE (FULL & PART-TIME POSITIONS)

Location:	Victoria House Hotel
Requirements:	Candidates must have experience in a similar 4/5 star property Fluent English Must be able to work on own initiative & as a part of a team
How to Apply	Forward your CV to: <a href="mailto:info@victoriahousehotel.com">info@victoriahousehotel.com</a>

## HOTEL & CATERING

### SENIOR BARTENDER (FULL & PART-TIME POSITIONS)

Location:	Victoria House Hotel
Requirements:	Candidates must have experience in a similar 4/5 star property Fluent English Must be able to work on own initiative & as a part of a team
How to Apply	Forward your CV to: <a href="mailto:info@victoriahousehotel.com">info@victoriahousehotel.com</a>

### FOOD & BEVERAGE ASSISTANTS (FULL & PART-TIME POSITIONS)

Employer:	Victoria House Hotel
Requirements:	Candidates must have experience in a similar 4/5 star property Fluent English Must be able to work on own initiative & as a part of a team
How to Apply:	Forward your CV to: <a href="mailto:info@victoriahousehotel.com">info@victoriahousehotel.com</a>

## EDUCATION, CHILDCARE & TRAINING

### PRE-SCHOOL TEACHER

Location	Little Explorers Pre-School, Aughaleemore, Killarney
Requirements:	Minimum level 6 in childcare Applicant must have a genuine love for children Experience an advantage but not essential
How to Apply:	Please apply by CV to: <a href="mailto:littleexplorerstwomile@gmail.com">littleexplorerstwomile@gmail.com</a>

## RETAIL

### PHARMACY TECHNICIAN OR PHARMACY ASSISTANT

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Location:	Killarney Town Centre Pharmacy
Requirements:	IT Skills & Pharmacy experience required
How to Apply:	Applications in confidence to: pharmacyrole@gmail.com

### STAFF FOR DELI & SALES

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Location:	Sheehy's Londis Ballyduff
How to Apply:	Email: sheehy-ballyduff@londisretailers.ie

## HOTEL & CATERING

### HOTEL RECRUITMENT OPEN DAY

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Employer:	Hotel Killarney, Innisfallen Hotel, 3 Lakes Hostel
Location:	Killarney
Introduction:	Come along and meet us in Hotel Killarney, Cork Road on <b>Monday 4th of February, from 10.30am to 3.30pm</b> , and let's discuss how you can take the next career step with a great hospitality company.
Vacancies:	HR Administrator Reservations Agent Receptionist Night Porters Accommodation Assistants Food and Beverage Assistants Restaurant Supervisors Kids Club Assistants Leisure Centre Assistants Chefs Kitchen Porters
How to Apply:	Please feel free to email your CV to: HR@hotelkillarney.ie Tel: 064 662 6200

## MEDICAL PROFESSIONALS & HEALTHCARE

### STAFF NURSES (FULL-TIME/PART-TIME PERMANENT CONTRACTS)

**Employer:** St John of God Community Services CLG

**Requirements :** HNMH/RNID qualifications or other suitable nursing qualifications and be a staff nurse on the current register as maintained by An Bord Altranais  
1-2 years relevant experience of supporting people with an intellectual disability, in particular those who have a moderate to profound disability. ( An Advantage )  
Relevant experience of working with people who have behaviours that challenge is an advantage  
Demonstrated excellent communication ( both verbal and written ), organizational skills, flexibility and commitment  
Flexibility to work the hrs of duty as dictated by service delivery requirements  
A full clean driver's licence for manual vehicle D licence would be an advantage

**How to apply :** For further inquires, contact : Catherine Hunt or Shirley Knight  
on 064-6644133 ext. 257/213

### CARE ASSISTANTS (FULL-TIME/PART-TIME PERMANENT/FIXED TERM CONTRACTS)

**Employer:** St John of God Community Services CLG

**Requirements :** Hold Certificate in Healthcare Support at FETAC Level 5  
Work as part of a multidisciplinary team to assist in the provision of health and social care for the individual as outlined in an agreed care plan  
Support and assist in all activities of daily living in line with the needs and wishes of the individual as outlined in an agreed care plan  
Act as an advocate for residents and promoting social interaction with community  
Demonstrate excellent communication (both verbal and written), organisational skills, flexibility and commitment  
Flexibility to work the hrs of duty as dictated by service delivery requirements  
Hold a full clean driver's licence for a manual vehicle, D licence would be an advantage

**How to Apply:** For further inquires contact : Catherine Hunt or Shirley Knight  
on 064-6644133 ext. 257/213

## MEDICAL PROFESSIONALS & HEALTHCARE

### SOCIAL CARE WORKERS (FULL-TIME/PART-TIME PERMANENT/FIXED TERM CONTRACTS)

Employer:	St John of God Community Services CLG
Requirements:	<p>A diploma in Social Care/diploma in Applied Social Studies/Social Care</p> <p>1-2 years' experience working with individuals with an intellectual disability, in particular those who have a moderate to profound disability (desirable)</p> <p>Flexibility and excellent communication skills</p> <p>Initiative, motivation and enthusiasm</p> <p>Commitment to the development and delivery of a person centred programme.</p> <p>Experience of supporting people presenting with challenging behaviour.</p> <p>Flexibility to work the hours of duty as dictated by service delivery requirements</p> <p>Must have a full clean driver's licence for a manual vehicle, D licence would be an advantage.</p>
How to Apply:	<p>For further inquiries contact : Catherine Hunt or Shirley Knight</p> <p>on 064-6644133 ext. 257/213</p>

### STAFF NURSE (CHILDREN SERVICES), PERMANENT FULL-TIME 39.00 HRS PER WEEK

Employer :	St John of God Community Services CLG
Requirements:	<p>RNMH/RNID qualifications or other suitable nursing qualifications and be a Staff Nurse on the current register as maintained by An Bord Altranais.</p> <p>Experience working with children with life limiting conditions or increased medical needs an advantage but not essential.</p> <p>Previous relevant experience of working with children with an intellectual disability and in particular those who have a moderate to profound disability</p> <p>Relevant experience of working with people who have behaviours that challenge is an advantage</p> <p>Flexibility to work the hours of duty as dictated by service delivery requirements is essential</p> <p>A full clean driver's licence for a manual vehicle, D licence would be an advantage.</p>
How to Apply:	<p>For further inquiries contact : Frances Arthurs</p> <p>on : 066-9796494</p> <p>Closing date 5:00 pm Monday 18th February</p>



## MEDICAL PROFESSIONALS & HEALTHCARE

### SOCIAL CARE WORKERS (CHILDREN SERVICES)

#### FULL-TIME PERMANENT/SPECIFIED PURPOSE CONTRACTS

Employer:	St John of God Community Services CLG
Requirements:	<p>A Diploma in Social Care/Diploma in Applied Social Studies/Social Care</p> <p>1- 2 years' experience working with children with an Intellectual Disability and in particular those who have a moderate to profound disability</p> <p>Experience working with children with life limiting conditions or increased medical needs an advantage but not essential.</p> <p>Flexibility and excellent communication skills</p> <p>Initiative, motivation and enthusiasm</p> <p>Experience of supporting people presenting with challenging behaviour.</p> <p>Must have a full clean driver's licence for a manual vehicle, D licence would be an advantage.</p>
How to Apply:	<p>For further inquires contact : Frances Arthurson : 066-9796494</p> <p>Closing date 5:00 pm Monday 18th February</p>

### INSTRUCTOR COMMUNITY INTEGRATION & DAY SERVICES

#### (FULL-TIME FIXED TERM CONTRACT / SPECIFIED PURPOSE CONTRACTS)

Employer :	St John of God Community Services CLG
Requirements:	<p>A relevant Third Level Qualification in Education, Social Care, Health and Leisure, Community or other. (FETAC Level 7 or higher)</p> <p>Minimum one years' experience of supporting adults with an intellectual disability</p> <p>An ability to facilitate, instruct and support service-users in a variety of service and community based programmes</p> <p>Previous experience in delivering Arts &amp; Craft programmes advantageous</p> <p>Previous experience in training and community development e.g. QQI with a creative approach to service delivery</p> <p>Proficient IT skills and report writing</p> <p>Excellent communication, teamwork, interpersonal and organisational skills</p> <p>Full Clean Driver's license</p>
How to Apply:	<p>For further inquires contact : Cait O'Leary, 064 66 44133</p> <p>Closing date 5:00 pm Monday 18th February</p>

## SALES, MARKETING AND ADVERTISING

### REVENUE MANAGER

Location:	Brook Lodge Hotel Killarney & Eviston Hotel
Requirements:	Previous experience in a similar role essential A background in Sales & Marketing is an advantage Excellent remuneration package for the right candidate
How to Apply:	Applications to: <a href="mailto:evistonhse@gmail.com">evistonhse@gmail.com</a>

## PUBLISHING, MEDIA & CREATIVE ARTS

### GRAPHIC DESIGNER

Employer:	Killarney Advertiser
Responsibilities:	Ad design and page layout All aspects of print design Develop new products in conjunction with the sales team
Requirements:	Excellent time-management skills An eye for detail and quality design A positive attitude to deadlines Ability to make quick decisions in a fast-paced environment WordPress site management is desirable Proficiency in all elements of Adobe CC and MS Office
How to Apply:	Apply with CV to: <a href="mailto:info@killarneyadvertiser.ie">info@killarneyadvertiser.ie</a>

## ARTS, DESIGN & MEDIA

### TUTOR POST FOR THE ART IN HOSPITAL

Employer :	Kerry Education and Training Board services
Location :	Cahersiveen Community Hospital
Requirements :	Candidates must have a qualification in a variety of Arts, Crafts and Creative Mediums Candidates must have experience in working with groups Shortlisting may occur where a candidate has worked in a similar scenario and/or has experience in working in community based activities for more than 4 years 6 hrs per week, Over 37 weeks, 222 hrs per annum Rate of pay 40.57 per hour
How to Apply:	Please complete application form which can be downloaded from our website <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> and return by email to : <a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a> No CVs, only official application form will be accepted Applications by email only must be received not later than 12 noon Friday the 8th February 2019



# **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

**COMMUNITY EMPLOYMENT SCHEME POSITIONS CONTINUED****CE VACANCIES**

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Grounds person	Fitzgerald Stadium	1		2099505

## 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

<b>Cahersiveen:</b>	<b>Killarney:</b>	<b>Killorglin:</b>	<b>Kenmare:</b>
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



## TÚS/RSS VACANCIES

### CARETAKER

Location:	Killarney
Requirements:	Caretaker required for Assisted Living residential accommodation Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

### TOUR GUIDE

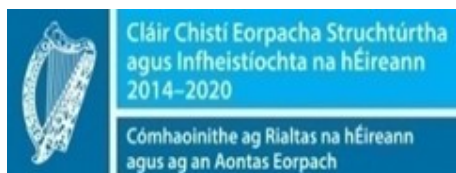
Location:	Valentia Lighthouse
Requirements:	No experience required—training will be provided Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

### OUTDOOR CONSTRUCTION WORKER

Location:	Cahersiveen
Requirements:	Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

### OFFICE ADMINISTRATOR

Location:	Cahersiveen
Requirements:	Times will be agreed with the local community group 19.5 hours a week as per TUS contract
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





## 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.

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# Jobs Sheet Publishing Info



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.

South Kerry Development

Partnership CLG.,

37A High St.,

Killarney,

Co. Kerry

Tel: 064 6636572

Email: [info@skdp.net](mailto:info@skdp.net)

*The Jobs Sheet is published weekly by  
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in Killarney.*

*And is available from all SKDP offices*

*Or*

*From our Website*

*Or*

*Like us on Facebook to receive notification of publication*

*Or*

*Contact us on the email below to be added to our mailing list*

[www.southkerry.ie](http://www.southkerry.ie)

[jobsheet@southkerryiles.ie](mailto:jobsheet@southkerryiles.ie)



**Do you wish to have a job included in the next  
issue of the South Kerry LES Jobs Sheet**

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

**\*\*Any jobs received after 1p.m. on Thursdays are not guaranteed to be published\*\***

Email: [jobsheet@southkerryiles.ie](mailto:jobsheet@southkerryiles.ie)



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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

