

# 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 (CV'S)  
⇒ COVER LETTERS  
⇒ JOBS CLUB TRAINING

### Head Office

West Main Street  
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



**ACCOUNTS, FINANCING & PURCHASING****ACCOUNTS ASSISTANT**

Employer:	Enercon Windfarm Services Ireland Ltd.
Location:	Tralee, Co. Kerry
Job Summary:	<p>Processing Accounts Payable invoices and dealing with relevant queries.</p> <p>Monthly processing of Credit Card expenses.</p> <p>Preparation of VAT Returns and other tax returns.</p> <p>Analysis and reporting of monthly reports requested by management.</p> <p>Completion of CSO Surveys.</p> <p>Involvement in review of Vendor &amp; Service provider contracts.</p> <p>Assisting in preparation of annual budget.</p> <p>Administration duties and any other ad hoc duties within the Accounts Department.</p>
Requirements:	<p>Experience with SAP is an advantage</p> <p>Strong IT &amp; Microsoft Excel skills are essential</p> <p>Ability to work independently as well as within a team environment</p> <p>Strong organisational skills, attention to detail and adherence to procedures for data entry and integrity.</p> <p>Previous experience in a busy accounts department would be preferable.</p> <p>Accounts technician qualification would be an advantage.</p>
Hours:	Part time, 20-24 hours per week. Permanent position.
Salary/Benefits:	Health Insurance & Pension benefits.
How to Apply:	<p>Please send a Cover Letter and your CV To: ENERCON Windfarm Services Ireland Ltd.,</p> <p>Attn: HR, Kerry Technology Park, Tralee, Co. Kerry. Tel: 066 4010762,</p> <p>Email: <a href="mailto:service.ie@enercon.de">service.ie@enercon.de</a></p>

**SENIOR & JUNIOR SALES EXECUTIVE**

Employer:	Aherns.ie
Location:	Castleisland, Co. Kerry
Requirements:	Main Dealer experience a distinct advantage
How to Apply:	<p>Please apply to: <a href="mailto:info@aherns.ie">info@aherns.ie</a> or HR Manager, Aherns, Tralee Road, Castleisland, Co. Kerry</p>

## ADMINISTRATION & OFFICE

### FINANCIAL ADMINISTRATOR

Employer:	Finance For You
Location:	Killarney
Job Summary:	<p>Responsible for assessing loan applications on a daily basis ensuring that all credit decisions are made in line with the Finance For You internal Credit Policy.</p> <p>Review supporting documentation including bank statements, payslips, accounts and the necessary information to support the loan application.</p> <p>Daily contact and development of client relationships with various intermediaries and third parties.</p> <p>Manage your daily pipeline to ensure that all third party Service Level Agreements are met.</p> <p>Responsible for ensuring compliance is adhered to on all credit applications.</p> <p>Provide support and assistance to other team members and management.</p>
Requirements:	<p>Ability to communicate with dealers in a professional manner.</p> <p>Display strong administrative and numerical capabilities.</p> <p>The ability to pay strong attention to detail as accuracy is vital.</p> <p>Computer literate with good keyboard skills.</p> <p>Excellent interpersonal skills, including a good telephone manner and working as part of a team.</p> <p>Good organisational skills with a proven ability to prioritise tasks.</p> <p>Display personal commitment, effort, motivation and initiative in all business dealings</p> <p>Third level/QFA/Financial Qualification and experience in Credit Underwriting offers a distinct advantage.</p>
How to Apply:	Please send your CV to: <a href="mailto:coshea@financeforyou.ie">coshea@financeforyou.ie</a>

### LEGAL SECRETARY

Employer:	Bailys Solicitors, Tralee
Requirements:	<p>Minimum of 5 years experience in legal environment.</p> <p>Immediate start.</p>
How to Apply:	Please apply to: <a href="mailto:info@bailys.ie">info@bailys.ie</a>

**ADMINISTRATION & OFFICE****ASSISTANT ACCOUNTANT / EXPERIENCED OFFICE ADMINISTRATOR**

Employer:	Michael F Quirke & Sons
Location:	Killorglin, Co. Kerry
Requirements:	<p>Would suit Part-Qualified Accountant / Finalist / Accounting Technician or Degree Business Graduate.</p> <p>Strong numerical / analytical / IT / organisational skills with strong attention to detail, and a focus to work to deadlines and own initiative.</p> <p>Proficient use of Microsoft Office, Excel &amp; Word essential.</p> <p>Ability to take initiative, prioritise and have good problem solving skills.</p> <p>Person appointed will be reporting directly to Financial Director.</p> <p>Previous experience in a trading environment and a good understanding of computer based accounting would be an advantage.</p>
Duties:	<p>Working as part of a team member in the various accounting functions.</p> <p>Assisting in the preparation of data on financial aspects of the group operations.</p> <p>Oversee ROS administration: Prepare Revenue Returns within ROS</p> <p>Also Liaison with Revenue.</p> <p>Assist with 6 Monthly Management Audits, and Year End Statutory Audits.</p> <p>Assisting directors with administration support.</p> <p>Familiarity with our computerised accounts system and procedures.</p> <p>Review of overheads with emphasis on reducing costs.</p> <p>General book keeping duties, account reconciliations, and administrative ad-hoc projects.</p>
Hours:	Full time, permanent position.
How to Apply:	<p>Please apply in writing, enclosing your CV and employment experience to:</p> <p>Michael F Quirke &amp; Sons</p> <p>Head Office and Block Yard</p> <p>Rangue, Killorglin, Co. Kerry</p>

**OFFICE ADMINISTRATOR/JUNIOR EVENT EXECUTIVE**

Employer:	Elite Event Management
Details:	7 month contract, immediate start.
How to Apply:	Please email your CV to: <a href="mailto:catriona@eliteevents.ie">catriona@eliteevents.ie</a>
Closing date:	12th of March 2019

**COMMUNITY, SOCIAL WELFARE****FAMILY SUPPORT/COMMUNITY DEVELOPMENT WORKER**

Employer:	South West Kerry Family Resource Centre
Location:	Cahersiveen, Co. Kerry
Job Summary:	The chosen person will work closely with the Project Co-ordinator to help The Project implement its Strategic Plan.
Requirements:	<p>A relevant third level qualification. At least 2 years experience of community development in paid or voluntary capacity. Experience and Knowledge of family support in a community-based settings.</p> <p>Experience delivering programmes, activities &amp; services to groups, providing one to one Support directly to parents/families.</p> <p>Proven experience in accessing funding.</p> <p>Excellent IT, social media &amp; report writing skills.</p> <p>Access to own transport essential.</p>
Hours:	Full time, 35 hours per week.
How to Apply:	<p>For information &amp; an application form, please contact: Recruitment Officer, South West Kerry Family Resource Centre, 18 Main Street, Cahersiveen, Co. Kerry, V23 A393 E-mail: <a href="mailto:swkerryfrc@eircom.net">swkerryfrc@eircom.net</a></p>
Closing Date:	5 pm Wednesday, 6th of March 2019. Interviews: Friday, 15th of March 2019.

**INSTRUCTIONAL TRAINER / JOBS COACH**

Employer:	Down Syndrome Ireland
Location:	Deenagh Lodge Tea Rooms, Killarney
Requirements:	<p>Previous experience and necessary qualification are essential for this position.</p> <p>Immediate start needed.</p>
Job Summary:	Full job spec available from the email listed above.
Hours:	From April to the end of September 2019
How to Apply:	<p>Please apply with cover letter and CV to: <a href="mailto:adminsecretary@downsyndromekerry.ie">adminsecretary@downsyndromekerry.ie</a> or</p> <p>In writing with CV to Down Syndrome Kerry, Balloonagh Estate, Tralee, Co. Kerry</p>
Closing Date:	Friday, 15th of March 2019

**COMMUNITY, SOCIAL WELFARE****INSTRUCTIONAL TRAINER/JOBS COACH**

---

Employer:	Down Syndrome Ireland
Location:	Deenagh Lodge Tea Rooms, Killarney
Requirements:	Previous experience and necessary qualification are essential for this position. Immediate start needed.
Job Summary:	Full job spec available from the email listed below.
Hours:	From April to the end of September 2019
How to Apply:	Please apply with cover letter and CV to: adminsecretary@downsyndromekerry.ie or In writing with CV to Down Syndrome Kerry, Balloonagh Estate, Tralee, Co. Kerry
Closing Date:	Friday, 15th of March 2019

**EDUCATION & CHILDCARE****EXPERIENCED CHILDMINDER**

---

Location:	Fossa Area
Requirements:	Own transport. Ability to start immediately.
Hours:	5 days per week, or 3/2 days Job Sharing.
How to Apply:	Please call on: 087 3301113

**HOTEL & CATERING****TEMPORARY EVENT STAFF & STEWARDS FOR AD HOC EVENTS**

---

Employer:	Elite Event Management
How to Apply:	Please email your CV to: catriona@eliteevents.ie
Closing date:	12th of March 2019

## HOTEL & CATERING

### SWIM INSTRUCTOR

---

Employer:	The Skellig Star Hotel
Location:	Cahersiveen
Hours:	Part time & Full time positions available. Flexible working hours.
How to Apply	Please send your CV and cover letter to: <a href="mailto:manager@skelligstarhotel.com">manager@skelligstarhotel.com</a>

### LEISURE CENTRE SUPERVISOR

---

Employer:	The Skellig Star Hotel
Location:	Cahersiveen
Hours:	Part time & full time positions available.
How to Apply:	Please send your CV and cover letter to: <a href="mailto:manager@skelligstarhotel.com">manager@skelligstarhotel.com</a>

### CHEF

---

Employer:	Quinlan & Cooke Boutique Townhouse & Restaurants
Location:	Cahersiveen, Co. Kerry Please note that accommodation will be provided.
Requirements:	The successful applicant must be talented and hands on chef that is passionate about food. Experience in kitchen management, knowledge of food hygiene legislation & working well as part of a team are necessary.
How to Apply:	Please apply by email with your CV to: <a href="mailto:hello@qc.ie">hello@qc.ie</a>

### EXPERIENCED COOK HACCP & KITCHEN ASSISTANT

---

Employer:	Lystoll Lodge Nursing Home
Location:	Skehenerin, Listowel, Co. Kerry
Hours:	Some weekends. Must be flexible.
How to Apply:	Please contact Mrs. McElligott: <a href="mailto:lystoll.lodge.christine@gmail.com">lystoll.lodge.christine@gmail.com</a>

## HOTEL & CATERING

### RECEPTIONIST

Employer:	Killarney Glamping at the Grove
Location:	Killarney
Requirements:	Computers skills and fluent English are essential. Experience in Hospitality, Customer Service & Local Knowledge. Flexibility, time management, working on own initiative & interpersonal skills.
Hours:	Part time, 3pm –7pm approximately. 12-20 hours per week.
How to Apply:	Please send your CV to: <a href="mailto:info@killarneyglamping.com">info@killarneyglamping.com</a> or call on 087 9750110

### FOOD & BEVERAGE ASSISTANT

Employer:	Kilkenny Group
Location:	Sammy Inch, Co. Kerry
Requirements:	<p>Energetic person who is bubbly, enthusiastic, passionate and vibrant.</p> <p>Uses own Initiative by taking the lead, assessing tasks at hand and being independent.</p> <p>Flexible and adaptable to working practises and store needs, being honest, and open.</p> <p>Ability to converse and engage with customers in a natural, warm and polite manner, modelling a positive attitude to their work.</p> <p>Acknowledging, respecting and building rapport with other team members, possessing strong communication and interpersonal skills.</p> <p>To be courteous, friendly and helpful to our customers at all times which reflects in the highest standards expected in our restaurant.</p> <p>Greet or make eye contact with customers, with the importance of interacting with them throughout the service.</p> <p>You must respond to customers' requests for cutlery, coffee water etc. in a positive and friendly manner.</p> <p>Information to shared with our customers on the shop and restaurant.</p> <p>Comply with current up to date health, safety, hygiene, fire HACCP and security regulations of the company.</p>
Hours:	Permanent position.
Salary/Benefits:	Employee Discount, EAP, Holidays, Training and Development.
How to Apply:	<p>Please apply with your CV and cover letter online at: <a href="https://indeedhi.re/2EF2EXA">https://indeedhi.re/2EF2EXA</a></p> <p>Please note, due to the large number of applicants for this role we will only be contacting the successful candidates.</p>



## HOTEL & CATERING

### CHEF DE PARTIE

---

Employer:	The Lake Hotel
Location:	Killarney
Requirements:	Experience in a similar position, strong knowledge of Menu planning and food presentation skills.
How to Apply:	Applications in writing can be sent to: The HR Department, Lake Hotel, Muckross Rd,

### CATERING ASSISTANT/CASHIER

---

Employer:	The Garden Restaurant, Muckross Craft Centre
Location:	Muckross, Killarney
Hours:	Full time position.
How to Apply:	Please forward your CV to: Majella Cremin, Personnel Department, Muckross House, Killarney or email to: <a href="mailto:accounts@muckross-house.ie">accounts@muckross-house.ie</a>

### LEISURE CENTRE ATTENDANTS

---

Employer:	Killarney Towers Hotel
Location:	Killarney
Requirements:	Swimming Pool Lifeguard Certificate-RLSS or equivalent essential.
Hours:	Full time & part time positions available.
How to Apply:	Please send your CV to: <a href="mailto:hr@odrhotels.com">hr@odrhotels.com</a> or for more information call 064 6621069

### WAITRESS & SOUS CHEF

---

Employer:	Bricin Restaurant & Craft Shop
Location:	High Street, Killarney
Hours:	No working on Sundays/Mondays
How to Apply:	Please call on 064 6634902 or email: <a href="mailto:info@bircin.ie">info@bircin.ie</a>

## HOTEL & CATERING

### FOOD & BEVERAGE SUPERVISOR

---

Employer:	The Killarney Park Hotel
Location:	Town Centre, Killarney
Requirements:	2 years' minimum experience in similar property. High standards and excellent customer care skills. Ability to work on own initiative. Fluent English and excellent communication skills.
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town centre, Killarney, Co. Kerry

### BAR PERSONNEL

---

Employer:	The Killarney Park Hotel
Location:	Town Centre, Killarney
Requirements:	Previous experience essential. Excellent customer care skills. Fluent English & good communication skills.
Hours:	Full & part time
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town centre, Killarney, Co. Kerry

### ACCOMMODATION ASSISTANT

---

Employer:	The Killarney Park Hotel
Location:	Town Centre, Killarney
Requirements:	Previous experience preferable. Excellent customer care skills & fluent English. Attention to detail and high standards.
Hours:	Full & Part time
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town centre, Killarney, Co. Kerry

## HOTEL & CATERING

### FOOD & BEVERAGE PERSONNEL

---

Employer:	The Killarney Park Hotel
Location:	Town Centre, Killarney
Requirements:	Previous experience in Food & Beverage essential. Excellent customer care skills. Fluent English and excellent communication skills.
Hours:	Full & part time
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town centre, Killarney, Co. Kerry

### DEMI CHEF DE PARTIE

---

Employer:	The Killarney Park Hotel
Location:	Town Centre, Killarney
Requirements:	2 years' previous hotel experience in similar role. Fluent English and excellent communication skills. Good time keeper and ability to work under pressure. Team player and driven by high standards. Creativity and passion for food. Desire to work in 5 star property.
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town centre, Killarney, Co. Kerry

### RELIEF NIGHT PORTER

---

Employer:	The Killarney Park Hotel
Location:	Town Centre, Killarney
Requirements:	Previous experience, excellent customer care skills & high standards. Ability to work on own initiative Fluent English and excellent communication skills.
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town centre, Killarney, Co. Kerry

## HOTEL & CATERING

### BAR PERSON

---

Employer:	Sol y Sombra Tapas Bar & Restaurant
Location:	Killorglin, Co. Kerry
Requirements:	<p>The ideal candidate will be mature, reliable, a team player, flexible and professional with following experiences:</p> <p>At least 2 years experience in similar environment.</p> <p>Cocktail and Wine experience would be an advantage.</p> <p>Knowledge of stock and stock rotation.</p>
Hours:	<p>Initially part time, turning into full time position when the tourist season begins.</p> <p>Shifts include night shifts &amp; weekends, having your own transport will be important.</p>
How to Apply:	<p>Please email your CV to: <a href="mailto:linda@solysombra.ie">linda@solysombra.ie</a></p> <p>Tel: 066 9762347, Mob: 087 0660698</p>

## MEDICAL PROFESSIONALS & HEALTHCARE

### NURSES, CARE ASSISTANTS, INSTRUCTORS & SOCIAL CARE WORKERS

Date and time: Recruitment Open Day on Saturday, 9th of March 2019, 11am - 2pm  
Employer: Saint John of God Community Services CLG, Kerry Services  
Location of venue: Saint John of God, Monavalley Industrial Estate, Tralee

### HEALTHCARE PROFESSIONALS

Date and time: Recruitment Open Day on Wednesday, 6th of March 2019, 10am - 5pm  
Employer: Bluebird Care  
Location / Venue: Bluebird Care, 3 Godfrey Place, Tralee

### DIRECTOR OF NURSING, STAFF NURSES & HEALTHCARE ASSISTANTS

Employer: Lystoll Lodge Nursing Home  
Location: Skehenerin, Listowel, Co. Kerry  
How to Apply: Please send your CV to: [lystoll.lodge@gmail.com](mailto:lystoll.lodge@gmail.com)

### HEALTHCARE ASSISTANTS & MULTI-TASK ASSISTANTS

Employer: Nazareth House Mallow  
Location: Mallow, Co. Cork  
Requirements: Health Care Assistant must have successfully completed fetac level 5 in Older Persons Care or equivalent.  
Experience of Older Persons Care, palliative and Dementia Care would be an advantage.  
How to Apply: Please send your application to: Marie O'Malley, DON. Nazareth House, Dromahane, Mallow, Co. Cork or by email to: [don.mallow@nazarethcare.com](mailto:don.mallow@nazarethcare.com)  
Informal Enquiries to Marie O'Malley at: 022 - 21561

### CHILDMINDER

Hours: 9 am - 5 pm, 3 - 5 days per week  
Requirements: Previous experience as a Childminder essential  
Location: Beaufort Area  
How to Apply: Please call Orla 087 270 0099

## PRODUCTION, ENGINEERING & SCIENCE

### QUALIFIED ELECTRICIAN

---

Employer:	David Doyle Electrical Ltd.
Requirements:	Current Safe Pass and Manual Handling Certificates are essential
How to Apply:	Please email your CV to: <a href="mailto:info@doyleelectrical.ie">info@doyleelectrical.ie</a> along with relevant documentation and two references .
Closing Date:	Close of business on Friday, 15th of March 2019

### JUNIOR ELECTRICAL ESTIMATOR

---

Employer:	David Doyle Electrical Ltd.
How to Apply:	Please email your CV to: <a href="mailto:info@doyleelectrical.ie">info@doyleelectrical.ie</a> along with relevant documentation and two references .
Closing Date:	Close of business on Friday, 15th of March 2019

### ELECTRICAL FOREMAN

---

Employer:	David Doyle Electrical Ltd.
Requirements:	A minimum of 5 years electrical experience in running medium scale projects . Experience of managing teams of Electricians Apprentices and Sub-Contractors. Ensure safety & quality are met.
How to Apply:	Please email your CV to: <a href="mailto:info@doyleelectrical.ie">info@doyleelectrical.ie</a> along with relevant documentation and two references .
Closing Date:	Close of business on Friday, 15th of March 2019

### QUALIFIED TECHNICIAN, DIAGNOSTIC TECHNICIAN, HGV TECHNICIAN, 3RD YEAR APPRENTICE TECHNICIAN

---

Employer:	Aherns.ie
Location:	Castleisland, Co. Kerry
Requirements:	Diagnostic and Main Dealer experience a distinct advantage
How to Apply:	Please apply to: <a href="mailto:info@aherns.ie">info@aherns.ie</a> or HR Manager, Aherns, Tralee Road, Castleisland, Co. Kerry

## RETAIL

### CHECKOUT RETAIL STAFF 38

Employer: Hegarty's Spar

Location: Park Road, Killarney

How to Apply: Please apply with CV to Valerie Hegarty, c/o Spar, Park Road, Killarney

## SALES, MARKETING & ADVERTISING

### TRAINEE SALESPERSON

Employer: Liam Lynch Skoda

Location: Farranfore, Co. Kerry

Requirements: Commitment to sales, target driven, ability to thrive in fast-paced working environment. Training will be given in our Dealership and also at the Skoda training centre in Dublin.

How to Apply: Apply by email to: [finance@liamlynchmotors.it](mailto:finance@liamlynchmotors.it) or by post to:  
HR Department, Liam Lynch Skoda, Farranfore, Killarney, Co. Kerry  
Tel: 066 9793066

## SECURITY, GENERAL OPERATIVE & GENERAL SERVICES

### GENERAL OPERATIVE

Location: Corabeg, Valentia Island, Co. Kerry

Job Summary: Day to day running of the premises at Valentia Gym & Centre.

Requirements: No experiences necessary but a keen interest in sport & fitness is desirable.

Hours: Part time, 20 hours per week.

How to Apply: Please send your CV to Conn O'Shea, Chairperson of Valentia Gym & Community Centre, Corabeg, Valentia Island, Co. Kerry.  
For further information phone Conn O'Shea on 0877522670.

Closing Date: Friday, 8th of March 2019

### RURAL GENERAL OPERATIVE (BAND 2)

Employer: Department of Culture, Heritage and the Gaeltacht

Location: Killarney National Park

How to Apply: Further details and application forms are available on:  
<https://www.chg.gov.ie/heritage/national-parks-wildlife/recruitment/>  
Or might be requested from [hr@chg.gov.ie](mailto:hr@chg.gov.ie)

Closing Date: 3pm, on Tuesday 14th of March 2019.

**OTHER VACANCIES****CATEGORY MANAGER**

---

Employer: KERRY COUNTY COUNCIL

Salary/Benefits: 48,978 - 63,672 Euro

How to Apply: Application forms and Candidate Information Booklet may be obtained on the Kerry Council website: [www.kerrycoco.ie](http://www.kerrycoco.ie) or from: [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)  
Please refer to Candidate Information Booklet for details in relation to the application process for these competitions.

Closing Date: 5pm on Tuesday, 14 h March 2019

**ENVIRONMENTAL TECHNICIAN GRADE**

---

Employer: KERRY COUNTY COUNCIL

Salary/Benefits: 39,408 - 47,156 Euro

How to Apply: Application forms and Candidate Information Booklet may be obtained on the Kerry Council website: [www.kerrycoco.ie](http://www.kerrycoco.ie) or from: [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)  
Please refer to Candidate Information Booklet for details in relation to the application process for these competitions.

Closing Date: 5pm on Tuesday, 14 h March 2019

**HOUSING INVESTIGATION OFFICER**

---

Employer: KERRY COUNTY COUNCIL

Salary/Benefits: 42,041 - 50,490 Euro

How to Apply: Application forms and Candidate Information Booklet may be obtained on the Kerry Council website: [www.kerrycoco.ie](http://www.kerrycoco.ie) or from: [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)  
Please refer to Candidate Information Booklet for details in relation to the application process for these competitions.

Closing Date: 5pm on Tuesday, 14 h March 2019



# Hotel Recruitment Event



Are you interested in a career in the Hotel Industry?

Do you want a change in career?

Do you think you have the necessary skills to work in the sector?

South Kerry Development Partnership CLG in conjunction with some of Killarney's Top Hotels is holding a recruitment open day on **Thursday March 7th**.

Get the chance to meet with the Department Managers and HR Personnel and put your skills to the test.



**You HAVE to register to attend**

Contact Joanne Griffin



**jgriffin@skdp.net** or phone **066 9761615**



The Registration Closing Date is **Tuesday 5<sup>th</sup> March 2019 @5pm**.

## Small Engines Course



This course ensure learners become competence in the safe use, maintenance and storage of trimmers, trimmers and mowers

## Abrasive Wheel Course



This course provides participants with the skills and knowledge needed to operate Abrasive Wheel equipment and change wheels as necessary.

The Local Employment Service in Killorglin is planning to run a number of courses in Small Engines and Abrasive Wheel.

If you are interested in attending these courses - please ring Emmett Spring or Kathy Sheahan to check your eligibility for this free course and to book your place. Please ring **066 97 62444**

## 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.
<b>Administrator Go Kerry</b>	Killorglin	1	—	2102928
<b>Coordinator Go Kerry</b>	Castleisland Chamber	1	—	2102752
<b>Cleaner</b>	Ballymacelligott	1	12/03/2019	
<b>Maintenance Person</b>	Blennerville Windmill & Model Railway	1	03/03/2019	2101267
<b>Tour Guide</b>	Blennerville	1	03/03/2019	2101260
<b>Cleaner</b>	An Riocht, Castleisland	1	03/03/2019	2101256
<b>Grounds person</b>	Fitzgerald Stadium	1	—	2099505
<b>Ground Person</b>	Killarney Area Sport & Leisure Ltd. Spa GAA	1	—	2100130
<b>Kitchen Assistant</b>	Kilcummin Rural Development	1	—	2097333
<b>Grounds Person</b>	Kilgarvan Community Development Ltd	1	—	2101747
<b>Caretaker/Environmental</b>	Muintir na Tire Hall, Milltown	1	—	2101100
<b>Caretaker Maintenance</b>	Kilcummin Rural Development	1	—	2099947
<b>Maintenance Person</b>	Currow	3	05/03/2019	2098677



## 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 TÚS Supervisors	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

### 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

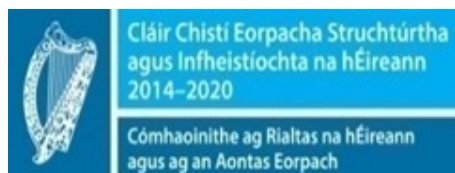
Location:	Valentia Lighthouse
Requirements:	No experience required—training will be provided Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

### 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
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.

---

# 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  
South Kerry Local Employment Services  
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@southkerryles.ie](mailto:jobsheet@southkerryles.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@southkerryles.ie](mailto:jobsheet@southkerryles.ie)



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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

