24TH OF MAY 2019

South Kerry Local **Employment Services**

FREE FOR YOUR BENEFIT

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

 \Rightarrow **JOB SEARCHING**

 \Rightarrow **INFORMATION SERVICES** \Rightarrow CAREER GUIDANCE \Rightarrow 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 (CVs)
- \Rightarrow COVER LETTERS
- ⇒ JOBS CLUB TRAINING





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

Head Office

West Main Street Cahersiveen Co. Kerry Tel: 066 9472724

Other Offices:

<u>Killarney</u> 37A High St. 2nd Floor, Killarney, Co. Kerry Tel: 064 6636572

<u>Killorglin</u> Library Place, Killorglin, Co. Kerry Tel: 066 9761615

Kenmare 21 Henry St. Kenmare, Co. Kerry Tel: 064 6641930



ADMINISTRATION & OFFICE

TRAINEE/ PART QUALIFILD ACCOUNTANTS/

QUALIFIED ACCOUNTANTS

Employer:	Munster Joinery
Location:	Co. Cork
Requirements:	A Third Level Qualification
	Strong Administration Organisational and Negotiation Skills
	Excellent Computer Proficiency Including MS Applications
	Professional Attitude and Ability to Work on own Initiative
	Excellent Verbal and Written Standard of English
	Ability to Work in a Fast-Paced Environment
How to Apply:	If you are Interested in applying for these positions, please forward a cur- rent CV via email to : hr@munsterjoinery.ie

RECEPTIONIST/VEHICLE ADMINISTRATOR

Employer:	Adams of Tralee, Mile Heights, Tralee
Requirements:	Experience preferable
Hours:	Full time position. Immediate start.
How to Apply:	Please forward CV to General Manager Marcus O'Shea Email: marcus@adamsoftralee.ie

BOOK-KEEPER

Employer:	A busy Tralee based accountancy practice
Requirements:	The successful applicant will take control of the payroll & VAT functions A knowledge of payroll modernisation is essential as well as experience filing through ROS.
How to Apply:	Please forward your CV to Box Number 2150 Kerry's Eye Newspaper, Ashe Street, Tralee

PART-QUALIFIED ACCOUNTANT

Employer:	A busy Tralee based accountancy practice
Requirements:	The successful applicant will ideally have at least 1 year experience working in a proactive environment. Duties will include preparation of financial statements, completing tax , returns & liaising with clients. A knowledge of Microsoft Office and Relate Accounting Software would be a distinct advantage.
How to Apply:	Please forward your CV to Box Number 2150 Kerry's Eye Newspaper, Ashe Street, Tralee

ACCOUNTS, FINANCING, PURCHASING, MARKETING

ACCOUNTS ADMINISTRATOR/BOOKKEPPER

Employer:	T Nolan & Sons.
Location:	Limerick Road, Castleisland
Requirements:	Minimum 2 years' experience in similar role, covering all aspects of accounts. Good computer skills essential.
Hours:	Temporary full time position to cover Maternity Leave.
How to Apply:	Please forward your CV to: mdalton@tnolans.com

ACCOUNTS TECHNICIAN

Location:	Killarney
Duties:	Computerised Business Accounts all aspects of company accounts. Knowledge of TAS Books is essential. RTC returns. Weekly Computerised Payroll with Collsoft. Dictation skills an advantage. All other office duties.
How to Apply:	Please send your CV and cover letter to: info@damprite.ie

BEAUTY & HAIRDRESSING

QUALIFIED HAIRSTYLIST

Employer:	CAROLINE FOX STUDIO, Cahersiveen, Co Kerry
Requirements:	Minimum 6 years of experience.
Hours:	Full time or part time.
How to Apply:	Contact Caroline on 087 6267930

BEAUTY THERAPIST

Employer:	Lady Jane Body & Beauty
Requirements:	Minimum 2 years salon experience. Nail & eyelash application qualifications an advantage. Must be reliable, hard working & enthusiastic.
Hours:	For full & part time work
How to Apply:	Please contact Doreen: brad501@hotmail.co.uk

South Kerry Local Employment Services

HOTEL & CATERING

CHEFS

Employer:	Café Du Parc
Location:	Town Centre, Killarney
Salary/Benefits:	Excellent package for right candidate. Open all year around. Assistance provided for accommodation.
How to Apply:	Please email your CV to: hr@odhotels.com or phone 064 6621065

GUEST RELATION MANAGER, DUTY MANAGER & SPA SUPERVISOR

Employer:	Muckross Park Hotel & Spa
Location:	Muckross, Killarney
Salary/Benefits:	Excellent training, superb rates of pay, brilliant benefits, positive work environment & opportunities to progress.
How to Apply:	Please send your CV to rebeccak@muckrosspark.com

COMMIS CHEF & KITCHEN PORTERS

Employer:	The Porter House
How to Apply:	Please apply with CV to Edward, The Porter House, Plunkett Street, Killarney.

ACCOMMODATION ASSISTANTS (PART & FULL TIME)

DINING STAFF (MORNINGS ONLY)

Employer:	The Fairview Boutique Hotel
Location:	Killarney
How to Apply:	Please apply with CV to the Fairview Boutique Hotel, College Street, Killarney. Email: info@killarneyfairview.com Tel: 064 6634164

COMMIS CHEF

Employer:	Heather Restaurant & Gardens
How to Apply:	Please contact: 087 1179010 or send your CV to: sales@moriartys.ie

South Kerry Local Employment Services

HOTEL & CATERING

RESTAURANT STAFF, CHEFS & KITCHEN PORTERS

Employer:	Robertinos Restaurant
Location:	Killarney
How to Apply:	Please email your CV to: robertinos.themed@gmail.com. Tel: 087 7829443

CHEFS

Employer:	Café Du Parc
Location:	Town Centre, Killarney
Salary/Benefits:	Excellent package for right candidate. Open all year around. Assistance provided for ac- commodation.
How to Apply:	Please email your CV to: hr@odhotels.com or phone 064 6621065

CHEF DE PARTIE, RESTAURANT & BAR STAFF, KITCHEN PORTER

Employer:	The Fáilte Hotel
Location:	Killarney
Requirements:	Experience and fluent English essential.
Hours:	Full & part time positions available.
How to Apply:	Please apply with your CV to Niall or Paudie, Fáilte Hotel. Email: failtehotel@gmail.com, Tel: 064 6633404

WAITER, WAITRESS & PART-TIME BAR STAFF

Employer: Nicks Bar & Restaurant

Location: Killorglin

How to Apply: Please send your CV to: info@niks.ie or for further details call 0877 9187424

South Kerry Local Employment Services

CHILDCARE

PRE-SCHOOL LEADER FOR MATERNITY CONTRACT

SEPTEMBER TO FEBRUARY 2020

Employer:	Rainbows Preschool Playgroup LTD
Location:	Glenbeigh village
Requirements:	Minimum QQI/FETAC Level 6 in Childcare. Relevant experience preferred.
How to Apply:	Please forward cover letter, relevant certificates and CV via e-mail to: rainbowsppl@gmail.com or in writing to: The Chairperson, Rainbows Preschool Playgroup LTD., Community Centre, Glenbeigh, Co. Kerry.
Closing Date:	5th of June 2019

MEDICAL PROFESSIONALS & HEALTHCARE

REGISTERED GENERAL NURSE - PERMANENT POSTION

Employer:	Kerry Specialist Palliative Care Services
Employer:	Kerry specialist Famative Care Services
Location:	Kerry
Requirements:	We are Looking to Recruit Staff Nurse to join our Diverse, Dynamic, Multi - Disciplinary Team The Staff Nurse will be Assigned to the Kerry Specialist Palliative Care Service
	2 Years Post Registration Required
How to Apply:	For an Application Form please contact : laura.collins@hse.ie Informal enquires : Mari O'Connell, Director of Nursing: Tel: 0872116158, Email: mari.oconnell.hse.ie
Closing date:	5pm, Thursday, 30th of May 2019

MEDICAL RECEPTIONIST

Location:	North Kerry GP Practice
Requirements:	Previous receptionist experience desirable. Flexible team player & computer proficiency is desired.
Hours:	Part time position.
How to Apply:	Please send your expression of interest with CV to: medseckerry2019@gmail.com

South Kerry Local Employment Services

MEDICAL PROFESSIONALS & HEALTHCARE

SUPPORT PHARMACIST, PHARMACY TECHNICIAN & NAIL TECHNICIAN/BEAUTY CONSULTANT

Employer:	
Location:	
How to Apply:	

Costello Pharmacy

Russel Street, Tralee

To apply for a position or to enquire further please contact Susan on 066 7121075

REGISTERED GENERAL NURSES, MIDWIVES, STUDENT NURSES AND CARE ASSISTANTS

Employer:	Nurse on Call
Location:	Kerry, Cork, Limerick
Requirements:	Work available now for RGNs, RCNs, RMs, RPNs and RNIDs. New Graduates and Nurses returning to work also very welcome Student Nurses/Midwives & Care Assistants (QQI Level 5- formerly FETAC)
How to Apply:	INERVIEW TIMES & DATES CORK: 50 Patrick Street Mon - Friday 8.30am - 5 pm KERRY: Wednesday 05 June from 10.00am until 2.30pm Brendon hotel, Tralee LIMERICK: Friday 07 June from 10.00am until 3.30pm South Court Ho- tel Email your CV to corkoffice@nurseoncall.ie Or call 021 4222830

SUPPORT PHARMACIST

Employer:	Leahys Pharmacist
Location:	Tralee, co Kerry
Requirements:	Suitable for newly qualified or experience pharmacist Must be registered with the pharmaceutical Society of Ireland Strong customer focus Excellent Interpersonal Skills The candidate will operate in accordance with all the legal responsibilities pertaining in pharmacy He will ensure the safe and effective delivery of medicines to all customers
Hours:	Flexible hours, part time , full time
How to Apply:	Contact Claire on 066 7127022 or email leahystralee@eircom.net

RETAIL & SALES

COMMERCIAL SALES PERSON

Employer:	LabWorks
Location:	Tralee
Requirements:	 A background in commercial sales development and negotiation in a technical field. Proven ability to create new relationships and to identify business opportunities both in the field and through e-commerce portals. Knowledge of MS Office suite and the ability to generate commercial proposals, both on the road and from our office base. Excellent communication and presentation skills are essential. Ability to prioritise and efficiently manage their workload. Full driving licence. A proactive, forward thinking attitude and strong team player. Demonstrate flexibly in adapting to a changing business environment and responding to any additional tasks required to achieve sales targets. A technical, scientific, engineering or construction background would prove to be valuable, but not critical, in developing role. Full training will be provided.
Hours:	Full time position.
How to Apply:	Please email your CV to: admin@labworks.ie

RETAIL ASSISTANT & SEAMSTRESS

Employer:	Ryle Menswear
Location:	Tralee
How to Apply:	Please forward your CV to: ryletralee@gmail.com Ryle Menswear, 49 Ashe Street, Tralee, Co. Kerry. Tel: 066 7121586

JUNIOR CAR SALES EXECUTIVE

Employer:	Aherns.ie
Location:	Castleisland
Requirements:	Someone who is highly motivated, who can work as a part of a team and who is willing to learn in fast paced industry. The ideal applicant would be professional, friendly and have an excellent customer care approach.
How to Apply:	Please apply to: info@aherns.ie

RETAIL & SALES

SALES ADVISOR

Employer:	M & S
Location:	Killarney
Requirements:	You will need to be confident and have good communication skills, be a quick thinker who cab react to situations, have a high energy levels and be able to maintain personal standards and composure under pressure.
Salary/Benefits:	Competitive salary and 20% staff discount.
How to Apply:	Apply in store or call us on 064 6620712 or 01865192

CONSTRUCTION / ENGINEERING

3RD/4TH YEAR APPRENTICE MECHANIC

Employer:	Bowlers Garage Ltd.
Location:	Killarney
Requirements:	Full clean Driver's Licence.
How to Apply:	Please contact by email to: accounts@bowlers.ie

CIVIL/STRUCTURAL ENGINEERING GRADUATE

Employer:	TLI Group
Requirements:	 Minimum degree qualified - Civils/Structural Engineering (NFQ Level 8); - Relevant industry experience would be an advantage Strong technical and design ability is essential Strong I.T. skills required. Knowledge of Excel & AutoCAD would be an advantage, but
How to Apply:	Please visit our Careers web page for further information and to apply: www.tli.ie/ careers

South Kerry Local Employment Services

CONSTRUCTION / ENGINEERING

QUALIFIED MOTOR TECHNICIAN WORKSHOP SUPERVISOR 2ND & 3TH YEAR APPRENTICE TECHNICIAN EXPERIENCED VALETER

Employer:	Randles Bros.
Location:	Tralee
Requirements:	The successful candidate must be highly motivated, have the ability to work on own initia- tive & excellent communication skills. Full clean drivers licence is essential.
How to Apply:	Please apply with your CV and details to: davidkillarney@randlesbros.com Randles Bros Ltd., Manor West Retail Park, Tralee

DRIVERS, GENERAL OPERATIVES, WAREHOUSE

ARTIC TRUCK DRIVER

Location:	North Kerry area
Requirements:	For Haulage Company, 39 hrs per week Experience with Agricultural Machinery would be an advantage
How to Apply:	Apply with CV to Box No. TR841P, The Kerryman 9/10 Denny St, Tralee Co. Kerry

South Kerry Local Employment Services

OTHER VACANCIES

COMMUNITY DEVELOPMENT WORKER

Employer:	Shanakill Family Resource Centre Ltd.
Location:	Tralee
Requirements:	Minimum of 2 years' experience in Community Development (voluntary or paid). Knowledge and understanding of the issues of poverty and social exclusion. Experience of networking & liaising with voluntary, community and statutory agencies. Computer literacy. Access to own transport.
Hours:	Part time position. 15 hours per week.
How to Apply:	Please send your CV with cover letter to: Recruitment Group Shanakill, FRC Shanakill, Tralee Email: shanakillfrc@eircom.net
Closing Date:	31st of May 2019

PART-TIME KERRY SOCIAL FARMING FACILITATOR

Employer:	South Kerry Development partnership CLG
Location:	Tralee
Requirements:	A good standard of education, Previous social care experience (desirable), knowledge of general farm work, excellent report writing skills, excellent communication and interpersonal skills, computer literacy, understanding of issues around disability and social care needs, demonstrate an understanding of community rural development principles, agriculture experience and experience in dealing with farmers, hold a clean valid driving Licence and have access to a motor vehicle.
Hours:	Part time position, 22.5 hours per week for a period of 6 month from July 2019 to December $31^{st} 2019$
How to Apply:	Please send your CV with cover letter to: Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG, West Main Street, Caherciveen, Co Kerry
	Email: info@skdp.net
Closing Date:	No later than 5.00 p.m. on Friday 31 st May 2019

TRAINEE SOLICITOR

Employer:	Whelehan Solicitor
Location:	Tralee, Co Kerry
Requirements:	Whelehan Solicitor is seeking to recruit a trainee solicitor to join its general practice in Tralee
How to Apply:	If you wish to apply email CV and cover letter to: info@whelehansolicitor.ie or phone 066 712 9782

South Kerry Local Employment Services

OTHER VACANCIES

PROJECT ASSISTANT TO WORK ON ARTS PROJECT & CREATIVE IRELAND KERRY PROJECTS

Employer:	Kerry Council
Location:	Arts Office, County Building, Kerry Council, Tralee
Requirements:	Specialist Applicants are required to have arts administration/ Marketing & communica- tions/ Project Management experience
Hours:	Temporary, part time (3, 4 days /week, 26 weeks approx.)
How to Apply:	Please send your CV with cover letter to: Kerry County Buildings, Ratass, Tralee, Co. Kerry
Closing Date:	Thursday 13 th June 16.00pm

REPLACEMENT WINDOWS & DOORS INSTALLERS

Employer:	Munster Joinery
Location:	Kerry
Requirements:	Previous experience as Window & Door installer is desirable The successful candidates must be self employed have their own transport and be willing to travel Full training will be provided Immediate start and long term work available.
How to Apply:	Please email your CV to: hr@munsterjoinery.ie

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 SCHEME VACANCIES				
Job Title	Location	No. Of Posi- tions	Closing Date	Job Ref. No.
Childcare Assistant	Ardfert	1	04/06/2019	2109932
Childcare Assistant	Ballyheigue	1	04/06/2019	2109934
Childcare Assistant	Camp	1	04/06/2019	2109935
Childcare Assistant	Castledrum	1	04/06/2019	2109937
Childcare Assistant	Castleisland	1	04/06/2019	2109938
Childcare Assistant	Cumann Iosaef	3	04/06/2019	2109939
Cleaner	Ballymacelligott	1	31/05/2019	2105651
Childcare Assistant	Killorglin Family Centre	1	04/06/2019	2109941
Childcare Assistant	Killorglin Scamps	1	04/06/2019	2109943
Childcare Assistant	Shanakill	2	04/06/2019	2109951
Childcare Assistant	St Brigid's	2	04/06/2019	21099954
Childcare Assistant	Waterville	1	04/06/2019	2109955

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 SCHEME VACANCIES				
Job Title	Location	No. Of Posi- tions	Closing Date	Job Ref. No.
Childcare Assistant	Killorglin Family Centre	1	04/06/2019	2109941
Childcare Assistant	Killorglin Scamps	1	04/06/2019	2109943
Childcare Assistant	Listowel	1	04/06/2019	2109945
Childcare Assistant	Listry	1	04/06/2019	2109946
Childcare Assistant	Rathmore	1	04/06/2019	2109948
Childcare Assistant	Scartaglen	1	04/06/2019	2109949
Maintenance Person	Firies	1	31/05/2019	2113127



KDYS CE VACANCIES

The posts are developmental opportunities and no experience is necessary. Accredited training will be provided to support your career. However, previous experience in similar roles is welcomed. Good computer skills are desirable.

ASSISTANT YOUTH WORKER

LOCATION: Listowel CES-2111419

To assist the full time youth worker in the planning, implementation and evaluation of all programmes in response to the needs of young people in the Listowel area including:-

- Work to provide quality youth work through the Youth Café facility which will include evening work.
- · Develop programmes of work with young with whom regular contact is kept.
- Participate in any youth work activity including events, community youth work groups and weekly long activity camps.

ASSISTANT YOUTH WORKER LOCATION: Cahersiveen CES-2111049

To assist the full time youth worker in the planning, implementation and evaluation of all programmes in response to the needs of young people in the Cahersiveen area including:-

- Develop programmes of work with young with whom regular contact is kept.
- Participate in any youth work activity including events, community youth work groups and weekly long activity camps.

Start date: TBC. Subject to Garda Vetting.

<u>To apply</u> please forward CV and note of your PPS number to Ann Brosnan email: <u>annbrosnan@kdys.ie</u> or telephone 068 23744. Also please contact your local DSP Employment Services/INTREO Office to check your eligibility and quote relevant reference number above.

South Kerry Local Employment Services

TÚS - COMMUNITY WORK PLACEMENT

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

COME IN AND TALK TO US

Cahersiveen:	Killarney:	Killorglin:	Kenmare:
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



Cláir Chistí Eorpacha Struchtúrtha agus Infheistíochta na hÉireann 2014–2020

Cómhaoinithe ag Rialtas na hÉireann agus ag an Aontas Eorpach





South Kerry Local Employment Services

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



Cláir Chistí Eorpacha Struchtúrtha agus Infheistíochta na hÉireann 2014–2020

Cómhaoinithe ag Rialtas na hÉireann agus ag an Aontas Eorpach





South Kerry Local Employment Services

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



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

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

<u>www.southkerry.ie</u> <u>jobsheet@southkerryles.ie</u>



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





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

