

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 (CVs)
- ⇒ 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, MARKETING

CLIENT MANAGER

Employer:	Prima Finance
Location:	Killarney
Requirements:	<ul style="list-style-type: none">• Advising clients financially in line with Debt Management Solutions• Dealing with clients and associated banks/creditors on a daily basis• Dealing with internal office banking systems & admin duties• In-house training will be provided
How to Apply:	Brian Leslie on 064-6630340 or brian.leslie@primafinance.ie

ADMINISTRATION & OFFICE

CLERICAL OFFICER

Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	Fixed Term Grade III Clerical Officer Post Roll Number - 08147A
Hours:	10 hours per week
How to Apply:	Please complete application form which can be downloaded from our website www.kerryetb.ie/opportunities and return by email only to jobs@kerryetb.ie No CV's only official application form will be accepted
Closing Date:	Monday 28th October 2019

VICE PRESIDENT CORPORATE AFFAIRS

Employer:	Institute of Technology
Location:	Tralee
Requirements:	As a member of the Executive Committee, the Vice President of Corporate Affairs is a senior position reporting to the President. The duties include an Institute-wide responsibility for resource management, financial planning and budgetary allocation. The post-holder also acts as Secretary to Internal Audit and other committees, as appropriate
How to Apply:	All applications must be made online at: www.ittralee.ie email: humanresources@ittralee.ie Tel: 066 7145613
Closing Date:	Friday 25th October 2019

HOTEL & CATERING

ACCOMMODATION ASSISTANT/ LINEN PORTER

Employer:	The Europe Hotel, Killarney
Requirements:	The Europe Hotel & Resort are currently recruiting for the following roles: <ul style="list-style-type: none">• Accommodation Assistant• Linen Porter
How to Apply:	Should you wish to apply register your CV & Cover Letter online at www.theeurope.com or contact us directly via email jobs@killarneyhotels.ie

BAKER

Employer:	Killarney Plaza Hotel
Requirements:	We are currently seeking a Baker to join our team. Duties to include making scones, brown breads and simple delights. Flexible morning shifts, 5 days per week (including weekends)
How to Apply:	If you would like to speak to us, please email us at careers@odrhoteles.com or call us on

SENIOR SOUS CHEF, CHEF DE PARTIE

Employer:	Killarney Plaza Hotel
Requirements:	We are currently recruiting for Senior Sous Chef, Chef De Partie Full-Time Positions available all year round
How to Apply:	Please send your CV to: careers@odrhoteles.com or contact us on: 064 6621065

KITCHEN PORTER (PART TIME)

Employer:	Brown Sugar Café
Location:	Killarney
Requirements:	Part-Time Kitchen Porter required
How to Apply:	Apply to 087 2608508

CHILDCARE & EDUCATION

CHILDREN & ADULT SERVICES CO-ORDINATOR

Employer:	Saint John of God Community Services CLG Kerry Services
Requirements:	<ul style="list-style-type: none">• A relevant 3rd Level qualification• A minimum of 2 years post qualification experience at supervisory/ management level• Have at least 3 years post qualification experience of working with children or adults with intellectual disability
How to Apply:	Informal enquires to Ms Shella Marie Fitzgerald Programme Manager Tel: 066 7124333

CHILDCARE STAFF

Employer:	Sunflowers Childcare
Location:	Tralee
Requirements:	<p>We are currently looking for Childcare Staff to join our relief staff panel covering holidays and sick leave</p> <ul style="list-style-type: none">• Minimum Level 5 Qualifications Required
How to Apply:	If you wish to join our growing team here at sunflowers, please send your CV to us at sunflowerschildcare@yahoo.ie or call us on 066 7128159

EARLY YEARS EDUCATOR

Employer:	Bellview Woods Childcare
Location:	Killarney
Requirements:	<p>Relief Position Covering staff absences</p> <ul style="list-style-type: none">• Minimum FETAC Level 5 in Childcare• Experience in a Childcare setting• Garda Vetting & Police Vetting (if appropriate)
Hours:	Minimum 15 hours - 40 hours per week
How to Apply:	<p>Apply with CV to bellviewwoods@bestcreche.ie Start date: ASAP</p> <p>Bellview Woods Childcare, Ballydowney, Killarney, Co. Kerry</p> <p>Tel: 064 6636800/ 085 1932899, www.bestcreche.ie, email: bellviewwoods@bestcreche.ie</p>

GENERAL OPERATORS, DRIVERS

GENERAL OPERATIVE BAND 3

Employer:	The Office of Public Works, Garnish Island, Co. Cork
How to Apply:	Applications are invited for the above position. Details and application forms are available at www.opw.ie
Closing Date:	Friday 25th October 2019

CASUAL LABOURER

Location:	Killarney
Requirements:	<ul style="list-style-type: none">• Busy production facility requires casual staff for evening and night work• Duties include packaging and other light duties• Suit those with a flexible schedule
How to Apply:	Apply to PO Box 3717 with cover letter, CV and availability to Killarney Advertiser, Unit 1C Park Place, High Street, Killarney, Co. Kerry

MECHANIC

Employer:	Palladio Door (Profile Developments Glin)
Requirements:	General maintenance Willing to learn and work o own initiative Must be PC literate Position Full-Time
Hours:	39 hours per week
How to Apply:	Application By CV to: mike.osullivan@profiledevelopments.com

MECHANIC QUALIFIED OR PART QUALIFIED

Employer:	Fitzgerald's Garage
Location:	Caherdaniel, Co. Kerry
Requirements:	Mechanic or Part-qualified required for garage in Caherdaniel, Co. Kerry. Experience would be desirable
Hours:	Hours are Monday to Friday 9.00am - 6.00pm.
How to Apply:	Apply to Eddie Fitzgerald at efitzgarage@hotmail.com or phone 087 2367683

MEDICAL PROFESSIONALS

STAFF NURSE

Employer: Riverside Nursing Home

Requirements: Riverside Nursing Home are recruiting a Staff Nurse Full/Part - Time

How to Apply: Tel: 066 7135210 or Email: riversidenursing@eircom.net

HEALTHCARE ASSISTANTS

Employer: Health Service Executive (HSE)

Location: A panel will be formed from which any vacancies arising in Kerry Community Hospitals will be filled - Caherciveen, Kenmare, Killarney, Listowel, Tralee, & West Kerry (Dingle)

Requirements: (Permanent & Temporary Appointments) Certified in Healthcare Support at FETAC Level 5 in necessary

How to Apply: Application forms and job specification requests can be directed to Siobhan McCarthy via email: Siobhan.mccarthy5@hse.ie or contact Siobhan McCarthy on 064 6638850

Closing Date: Wednesday 30th October 2019

PHYSICAL THERAPIST, PHYSIOTHERAPIST (PART TIME)

Employer: Be Pro Therapy

Location: Killarney

Requirements: Recruiting For: Experienced Physical Therapist or Physiotherapist to work part-time/ flexible or temporary contract
Or Alternatively: Any established Physical Therapist or physiotherapist with their own business who would like to work from a therapy room in our Central Killarney clinic

How to Apply: For more information please contact 083 8165566 email: info@beprotherapy.com
www.beprotherapy.com

MEDICAL SECRETARY (MATERNITY COVER)

Location: Killarney

Requirements: A GP Practice in Killarney requires a full time **Medical Secretary for maternity cover**. Applicants will require excellent computer skills & the ability to multi-task in a busy office environment as part of a team

How to Apply: Please Apply To: Box no: 3718 Killarney Advertiser, Unit 1C, Park Place, Killarney, Co. Kerry

OTHER VACANCIES

TRAVEL CONSULTANT

Requirements: Senior Travel Consultant required for Kerry Travel Agency

How to Apply: Apply with CV to PO Box DS941P The Kerryman, 9/10 Denny Street, Tralee, Co. Kerry

FOREMAN/ SITE MANAGER

Employer: Ross Building

Location: Kerry & Cork

Requirements: Ross Building & Maintenance Solutions Limited is seeking an experienced Foreman/Site Manager and Carpenters for projects based in Kerry & Cork

- Maintain daily site records
- Maintain and Uphold Health & Safety onsite
- Work in conjunction with the Contracts Manager
- Liaise with clients, Design Team and members of the public
- Ideally from a Trade Background
- Must have strong knowledge of building detail and construction technology
- Proficient in measuring from drawings
- Ability to work on own initiative and to tight deadlines

Salary/Benefit: An excellent salary package and company vehicle will be offered

How to Apply: Please Apply with CV to info@rossbuilding.ie

SHOP ASSISTANT

Employer: The Dungeon Bookshop & Newsagents

Location: Killarney

Requirements: We are hiring Full Time position available

How to Apply: Please apply by email with your CV and cover letter to dungeonbookshop@gmail.com or drop in store at The Dungeon Bookshop & Newsagents, 99 College Street, Killarney, Co. Kerry Tel No. 064 6636536

SWIMMING COACHES

Employer: Killarney Swimming Club

Requirements: Due to the expansion of our swimming squads, Killarney Swimming Club is looking for swimming coaches. We are a progressive, competitive swimming club with over 80 members and will consider applications from qualified Swim Ireland coaches or the equivalent

How to Apply: Please register your interest, or any queries, with our club Secretary at: killarneyswimmingclub@gmail.com

Closing Date: Friday 8th November 2019

OTHER VACANCIES

LADIES RETAIL POSITION

Location:	Castleisland
Requirements:	1-2 days a week, Including 2 Saturdays in a month. Christmas plus extra hours. Must be flexible
How to Apply:	Replies to BOX DS935P, c/o The Kerryman, 9-10 Denny Street, Tralee

APPRENTICE MECHANICAL FITTER

Location:	Tralee/Killarney
Requirements:	Apprentice mechanical fitter required
How to Apply:	Call 087 2372349

RECEPTIONIST

Employer:	Peter Mark
Location:	Tralee, Killarney
Requirements:	Temporary Position Maternity Leave Cover. We have a fantastic opportunity for an experienced receptionist to work in both our Tralee & Killarney salons. If you've great personality and friendly approach with lots of front of house experience in the hairdressing, hospitality, retail, or fashion sectors we'd love to hear from you. We offer great working environment, a competitive salary, pension scheme, group health insurance and an employee assistance programme
How to Apply:	Freephone 1800 738 376 and ask for Louise or email lfadden@petermark.ie

SPORTS INCLUSION DISABILITY OFFICER

Employer:	Kerry County Council
Requirements:	Offers of appointment to persons who are not serving local authority employees will be based on the minimum of the scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply
Salary/Benefits:	€28,049 €45,554
How to Apply:	Application Forms and Candidate Information Booklets may be obtained on the Kerry County Council web-site www.kerrycoco.ie or from www.localgovernmentjobs.ie
Closing Date:	Thursday 31st October 2019

VETERINARY NURSE

Location:	Tralee
Requirements:	Required At Small Animal Hospital In Tralee <ul style="list-style-type: none">• CVE encouraged and funded, in house laboratory, exceptional equipment level• Grooming skills helpful
Hours:	25 - 35 hours per week
How to Apply:	Please email CV for attention of: Miriam Dowling to holmesveterinary@gmail.com

CEO SECRETARY /PA VACANCY

Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



South Kerry Development Partnership CLG
HAS A VACANCY FOR A

SECRETARY/PA

Function: Secretarial/PA Support to the Chief Executive Officer.

Duties:

Responsibility for the provision of secretarial/clerical support to the CEO.

Dealing with telephone and email enquiries, correspondence, creating and maintaining filing systems, keeping diaries and arranging appointments

Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence, reports, documents and to maintain presentations, records, spreadsheets and databases

Assembling meeting agendas and supporting documentation and circulation of same and recording minutes of meetings

Updating the Company's Fixed Asset Register

Placing purchase orders for Company IT equipment and liaising with SKDP IT maintenance contractor with regard to maintenance and upkeep of SKDP IT equipment.

Maintaining staff time & attendance records and recording all leave entitlements taken.

Any other functions as assigned by the CEO.

Applicants should have a good standard of education, a recognised secretarial qualification with at least two years' experience in a similar role, strong I.T. and excellent interpersonal & communication skills.

The Post will be based in the South Kerry Development Partnership Head Office at West Main Street Cahersiveen. The post is part time, 22.5 hours per week and will be offered on a fixed term contract basis for 24 months concluding 31st December 2021 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €14,638 to €20,787 per annum dependent on qualifications and experience.

Full particulars of the position are available from

Sorcha Finnegan

South Kerry Development Partnership CLG,

West Main Street, Cahersiveen, Co. Kerry

Telephone 066 9472724, Fax 066 9472725, e-mail info@skdp.net

Application, in the form of a Curriculum Vitae and Cover Letter should reach

**Computer Basics:**

This course equips the learner with basic ICT skills and the relevant skills to use the computer. You will also learn to find and store information on the computer and how to access the internet and much more...

Day: Wednesday
Time: 1pm – 2.30pm
Venue: Family Resource Centre Tutor: Mary McSweeney

Computers for Farmers:

This course aims to show farmers how to use computers to help with farming online and using department websites to register animals etc.

Day: Monday
Time: 7pm – 9pm
Venue: The Lodge Killorglin Tutor: Dave Kingerlee

Desktop Publishing QQI L3:

This course is suitable for anyone who has completed a Level 3 Word Processing course or who has a good level of computer skills. Students will plan the basic design and layout for a variety of publications for example cards, banners, newsletters etc. Skills learned will include formatting and enhancing text, proofreading and image formatting.

Day: Thursday
Time: 7pm – 9pm
Venue: The Lodge Killorglin Tutor: Rosaleen Kennedy

Graphic Design QQI L3:

This course provides the learner with the skills necessary to create printed communication documents using graphic design text and images available in word processing and/or Presentation software applications

Day: Tuesday
Time: 4pm – 6pm
Venue: The Lodge Killorglin Tutor: Mary McSweeney

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.

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

Digital Photography:

This course will enhance the learner with the knowledge and skills to use camera equipment properly, show learners how to load photographs onto a computer, store and organise them properly.

Day: Friday
Time: 10.30am – 12.30pm
Venue: The Lodge Killorglin Tutor: Rosaleen Kennedy

***Deirdre Fitzgerald***

Adult Literacy Organiser (ALO)
Adult Literacy & Basic Education
Adult Education Centre, The Lodge
Market Street
Killorglin
Co. Kerry
066 9790765 / 086 0460506

Eagraí Litearthachta d'Aosaigh
Litearthacht agus Oideachas Bunúsach d'Aosaigh
Ionad Oideachais d'Aosaigh, The Lodge
Sráid an Mhargaidh
Cill Orglan
Co. Chiarraí
086 0460506 / 066 9790765

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 Positions	Closing Date	Job Ref. No.
Maintenance	Firies Castleisland	1	—	2105648
Maintenance	Currow	2	—	2108117
Cleaner	An Riocht, Castleisland	1	—	2105650
Cleaner	Ballymacelligott	1	—	2105651
Maintenance	An Riocht, Castleisland	1	13/10/2019	2125381
Bookkeeper	An Riocht, Castleisland	1	—	2108517
Receptionist	An Riocht, Castleisland	1	—	2108518
Caretaker	Brosna	1	—	2108122
Grounds Person	Kilgarvan	1	01/11/2019	2005945
Administrator/Public Relations	Killorglin Rowing Club	1	14/10/2019	2122969
Sports Co-Ordinator Assistant	Killorglin Sports Complex	1	14/10/2019	2122973
Sports Ground Worker	Fitzgerald Stadium	4	—	2123876
Caretaker	KDYS, Tralee	—	—	2124673
Youth Work Assistant	KDYS, Castleisland	—	—	2124678
Youth Work Assistant	Cahersiveen	—	—	2124677
Maintenance	Farranfore	2	13/10/2019	2125386

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 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





Are You Unemployed? Are You Interested in Starting your Own Business?

The BTWEA may be suitable for you!



Back to Work Enterprise Allowance (BTWEA) Information Mornings

Every Thursday Morning - 9am to 12noon

South Kerry Development Partnership CLG Office, Library Place, Killorglin

The BTWEA assists unemployed people and others in receipt of certain Social Welfare payments to become Self Employed. People who qualify and are setting up their own business may retain a percentage of their social welfare payment for Up To 2 Years.

Contact Joanne Griffin, Enterprise Officer on 087 6152660 or jgriffin@skdp.net to arrange an appointment

Or Simply CALL IN—Every THURSDAY MORNING - 9am to 12noon - SKDP OFFICE, KILLORGLIN



Riadas na hÉireann
Government of Ireland

Thousand Euro
Project Ireland
2040



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

What's in my community for me?

**FREE
EVENT**



Join us for Community Information evenings to learn what's in your community for you.

Community Groups, NGOs and Statutory Agencies will be present.

Date	Location	Time
Monday 21 st October 2019	Killarney Heights Hotel, Killarney	4.00pm -8.00pm
Tuesday 22 nd October 2019	Scoil Inbhear Sceine, Kenmare	4.00pm -8.00pm
Monday 4 th November 2019	CYMS Hall, Killorglin	4.00pm -8.00pm
Tuesday 5 th November 2019	Ring of Kerry Hotel, Cahersiveen	4.00pm -8.00pm

Are you interested in joining a community group but don't know which one?

Have you ever wondered where you'd find out a certain piece of information?

Join us and you might get the answer!

Contact Éadaoin Moynihan, SKDP on 0871906450 or emoynihan@skdp.net for more information



Riadas na hÉireann
Government of Ireland





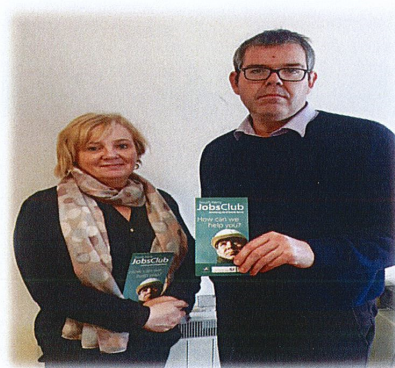
South Kerry Jobs Club



Are you unemployed and looking to return to work?

KICKSTART YOUR JOBSEARCH BY ATTENDING OUR TRAINING WORKSHOP

- **PART-TIME PROGRAMME FOR JOBSEEKER**
- **TRAVEL ALLOWANCE IS PAID ON COMPLETION**



THE JOBS CLUB TEAM
MARY MURRAY & PAUL MURPHY

OUR PART-TIME COURSES ARE DESIGNED TO OFFER HELP & SUPPORT TO JOB-SEEKERS ON HOW TO EVALUATE THEIR INDIVIDUAL SKILLS, ESTABLISH A JOB-SEEKING PLAN OF ACTION, MAKE JOB APPLICATIONS, PREPARE CVS, COVER LETTERS, REGISTER ON JOBS IRELAND, AND PREPARE FOR INTERVIEWS.

'BOOK YOUR PLACE AS PLACES ARE FILLING UP FAST'

COURSES ARE RUN IN KILLARNEY / KILLORGLIN/ CAHERSIVEEN / KENMAREK

**FOR FURTHER INFORMATION CONTACT PAUL OR MARY ON 064 – 6637833
OR EMAIL KILLARNEY JOBSCLUB AT KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE**



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agus Coimíre Sóisialaí
Department of Employment Affairs
and Social Protection

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*

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

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



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