South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

WE PROVIDE
A FREE, FRIENDLY AND CONFIDENTIAL SERVICE

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

OUR OFFICES ARE CURRENTLY CLOSED TO THE PUBLIC DUE TO CORRONAVIRUS BUT WE CAN BE REACHED BY PHONE OR EMAIL

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
OBAIR Local Employment Service Network

RETAIL ROLES — FULL TIME & PART TIME ROLES

Employer: Boyle Sports, Kenmare

Details:

- We are currently recruiting nationwide for :
- **CASHIERS**
- The role of a BoyleSports cashier is to provide an excellent level of customer service throughout the day. The essential ingredients are; a friendly manner, a fast and efficient service and accurate cash handling.
- **DEPUTY MANAGER**
- The Deputy Manager assists the Shop Manager in all duties to ensure the shop operates effectively on a daily basis. The Deputy Manager will be required to open and close and perform all management duties in the Manager's absence.
- **SHOP MANAGER**
- The overall objective of our Shop Manager is to provide, manage and sustain a front line service to our customers that will enhance our competitive position as "The Best Service and Standard Provider in the Industry". So, if you are a friendly and enthusiastic team player who delivers excellent customer service and are interested in this exciting opportunity, please see below details to apply.

Requirements:

- **TRAINING**
- We provide a comprehensive training programme for Cashier, Deputy Managers and Shop Managers.
- We provide full and part time positions and flexible working arrangements over a 7 day week. All we require is that you have experience in a friendly, fast paced retail environment

For further information and to apply: ***https://ie.indeed.com/cmp/Boylesports?campaignid=2pane-name&from=2pane&fromjk=1f5bf2c9f03565db&jcid=51c6b79f978b513e***

ACCOMMODATION SUPERVISOR

Employer: Killarney Plaza Hotel & Spa

Details:

- The team at the Killarney Plaza Hotel and Spa are seeking an Accommodation Supervisor to join their team. This is a full time position, all year round. Weekend work is also required.
- The successful candidate will have a thorough knowledge and understanding of all standards of performance and delivery within the Rooms Division department

For further information and to apply: ***https://ie.indeed.com/cmp/Killarney-Plaza-Hotel-&-Spa?campaignid=2pane-name&from=2pane&fromjk=08dae1d4c7c847ed&jcid=1b01f01d6c5ffb45***

SALES REPRESENTATIVE, CO . KERRY 40-50K OTE

Employer:	Pre-Pay Power
Details:	• With 300 employees and growing, we are seeking a Door to Door Field Sales Representative who will work on our Kerry Team on a full time basis. • The successful candidate will be highly target driven with strong experience working within sales; preferably in a Utilities industry. • The position is door to door residential sales working directly for PrepayPower as a full-time permanent employee selling Ireland's leading pay as you go energy products!
Responsibilities include:	• Directly selling pay as you go electricity, gas and broadband in the residential market. • Generate a pipeline of customers for call- backs and potential sales. • Updating the CRM with customers information and sales made. • Working as an individual and in a team to reach daily and weekly targets
Requirements:	• A person who wants to be a part of an AWARD-WINNING team • 2 years minimum sales experience is essential • Full training is provided by Prepay Power • Access to own transport is required
To apply:	***https://ie.indeed.com/cmp/Prepay-Power?campaignid=2pane-name&from=2pane&fromjk=d2c57d790f30d522&jcid=9abb3dd5031c709d***

CUSTOMER SUPPORT EXECUTIVE

Employer:	Athena Analytics - Tralee, County Kerry
Duties:	• Deliver presentations to schools on how to use the Athena Tracker (remotely) • Deliver workshops on getting schools set up to use the Athena Tracker (remotely) • Respond to customer queries on using the software via internal chat software, phone and email • Record all interactions with schools in a CRM system • Recommend improvements to software based on customer feedback • Assist in other school support tasks as required
Requirements:	• Support desk experience • Technology related qualification • Experience in schools' administrative systems – in Ireland or abroad • Experience in the education industry • Only candidates who complete the 2 Indeed assessments will be considered.
For further information and to apply:	***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=3861235214312750&vjk=baa12c79f2cb3a2d***

AGRICULTURE SALES OPERATIVE	
Details:	• Our Kerry based client is seeking an Agricultural Stores Operative to join their team. You will be joining an established company where you will be the first point of contact for all walk-in customers both when you are at the counter and in the yard.
Role:	• Serving customers either over the counter or in the yard • Cashing handling, issuing receipts and dockets • Manually handling of products • Using a Forklift • Stock Management - receipt of incoming products, follow up on shortages/damaged items, safely store product in warehouse and participate in regular stock counts. • Keeping all areas under your control tidy and ensure all health and safety regulations are being adhered to.
Requirements:	• Ideally the successful candidate will have knowledge of farm related products and inputs. However, the successful candidate must have a willingness to learn and undertake relevant training to be successful in this position. You be a self-starter, work under minimal supervision and have excellent communication and IT skills.
For further information and to apply:	***Please apply through the link provided or call 066-7143995 for further detailshttps://ie.indeed.com/rc/clk?jk=b031ff734ca6deee&from=vj&pos=bottom&astse=9337add2a19b2e0e&assa=682***

FLORIST	PART-TIME,(24 HOURS P.W.) PERMANENT
Employer:	All Seasons Florist, Tralee
Details:	• All Seasons Florist currently have a vacancy for the position of an experienced florist to work in a busy flower shop in Tralee, Co. Kerry. • It is a part time employment position. Initially the role will be for 24 hrs per week, additional hours will be offered to cover staff holidays, weddings and seasonal busy periods
Essential Requirements:	• Previous floristry experience • Fluent in English • Full driving licence • Customer facing retail experience
For further information and to apply:	***Application deadline—27/11/2020*** ***https://ie.indeed.com/jobs?q=florist&l=County%20Kerry&vjk=9a2bd6cb11c5a668***

HOME CARE WORKER TRALEE

Employer:	Family Carers Ireland
	• We are currently seeking motivated, dependable and caring people who are interested in providing care in the home in Tralee,.
Duties include:	• Assisting with caring duties at home, including both personal and practical care tasks e.g. dressing, washing, toileting, light household work; • Ensuring the dignity, privacy and independence of the Carer and Cared for Person are maintained and respected at all times; • Providing companionship to the Cared for Person; • Completing accurate and weekly activity sheets and other mandatory records as assigned; • Adhering to the ethics and culture of the organisation and the role played in supporting family carers; • The Home Care Worker will be flexible in his/her approach to performing the duties of the role and may be assigned additional duties from time to time in agreement with their line manager.
Requirements:	• At least 1-year relevant experience providing quality care is essential; • Must hold at a minimum, at least 2 QQI Healthcare modules – Care Skills & Care of the Older Person, and be working towards achieving a full major award; • Up to date Patient Moving & Handling certificate; • Satisfactory Garda Vetting; • Full, clean drivers' licence; • Be available to work at various times throughout the week; • Excellent communication & interpersonal skills; • Be calm, polite and professional while maintaining the highest level of confidentiality; • Be well presented and have a kind and caring nature; • Be a reliable and trustworthy individual who is committed to providing quality person centred care in a home environment.
For further information and to apply:	***Forward your CV to pcox@familycarers.ie***

HOUSEKEEPING ASSISTANT

Employer:	Ocean View Nursing Home, Camp, Co. Kerry
Details summary:	• Daily cleaning of the general areas and residents' rooms within the nursing home. • Proper use and storage of cleaning equipment and cleaning solutions. • Collection and correct disposable of domestic waste.
For full information and to apply, please follow the across link:	***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=853269285985363&vjk=7a690af5c80e18a7***

Coronavirus
COVID-19

Coronavirus COVID-19 Public Health Advice

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

Can I retain PUP and attend a Springboard course?

PUP is a qualifying payment for Springboard. The Springboard website states

It is however the responsibility of the applicant in receipt of a PUP payment to discuss retaining a DEASP payment with their case officer in their local INTREO office when their offer is accepted and before they complete first registration for the course through www.springboardcourses.ie

As a DEASP payment and a qualifying payment for the purposes of Springboard, then it should not be a requirement for the person to move to a different payment in order to take up springboard. However, it would be important that a persons local office is contacted and permission granted to take part in the springboard course.

Can I retain PUP and attend a course under BTEI?

Under the job stimulus it was announced that those on PUP would be given access to BTEA. However, there was no mention of other programmes specifically, including BTEI. We have put in a request to DEASP to clarify what the situation is with BTEI specifically and are awaiting an answer. In the meantime it would appear that some offices are allowing people on PUP to attend BTEI programmes and some are not.

Can I collect DA and EIB (Enhanced Illness Benefit) at the same time?

No it is not possible to claim both of these payments concurrently. The reason for this is they are both illness based payments. It is possible to claim PUP and DA at the same time because they are not illness related.

Does a person have a legal right to know if there employer is subsiding their wages through TWSS?

It is not a requirement of the EWSS that an employer put the amount subsidised to a person on their wage slip as it was on the TWSS. However, under Data Protection laws a person has the right to know any information about them that is held by a third party. In short, yes, under Data Protection, you do have a legal right to know if some of your wage is being subsidised by the state.

Where can I get a breakdown on the PUP figures?

There are two sources for this data. One is the Department of Employment Affairs press release, it is one of the appendices and the latest is from Monday 28th September and is available at https://www.gov.ie/en/press-release/9df4c-update-on-payments-awarded-for-covid-19-pandemic-unemployment-payment-and-enhanced-illness-benefit/

PAEDIATRIC NURSE	€14-19 P.H TRALEE, ANNASCAUL & LEAIH EAST
Employer:	TTM Recruitment
Details:	• The successful candidate will be required to manage the care of assigned clients • Update the manager of any changes that occur • Maintain professional confidentiality, ensuring all clinical and legal documents are accurate and legible • Use discretion and decision making regarding patient care, referring appropriately to your assigned Nurse Manager • Responsible for continuous personal and professional development • Day and night work available.
Requirements:	• NMBI registered • Minimum of 1 year Nursing experience
For further information and to apply:	***https://ie.indeed.com/rc/clk?jk=29afd21dbce03eb3&from=vj&pos=bottom&astse=d28ac718d19865ab&assa=1069***

RETAIL SALES ASSISTANT	
Employer:	SAFURA.IE - Tralee, County Kerry
Requirements:	• Experience in Retail Fashion • Experience with cashing up • Be flexible in their working hours (Mon-Sun) • Hit Targets personnel and Store on a weekly basis • Be a team player • Work with KPI's
For further information and to apply:	***Expected Start Date: 23/11/2020*** ***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=9486611965142853&jk=cbcdc2040583687a***

BAR ASSISTANT	
Employer:	The Meadowlands Hotel - Tralee, County Kerry
Details:	• Part time Bar Assistant required for the Christmas period with the possibility of extending the contract in January. • Will need to be available for evenings and weekends. • Must have previous experience • Contract length: 1 month • Job Types: Part-time, Temporary • Salary: From €10.50 per hour
For further information and to apply:	***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=2192838361604425&vjk=62562005dd8798cb***

MEDICAL RECEPTIONIST AND DENTAL ASSISTANT—FULL-TIME, PERMANENT

Employer:
- Bridge Place Dental Practice - Tralee, County Kerry

Duties:
- Assisting the dentist or hygienist with the running of their surgery.
- Welcoming / comforting patients.
- Diligently preparing instruments - sterilising duties etc.
- Assisting with stock control.
- Assisting the reception team to manage appointments and payments.
- Supporting the dentist in the care and treatment of the patient.

Requirements:
- You don't have to have any! We provide the training. You will need the correct attitude and a thirst for knowledge.
- Should you wish to take your dental nursing qualification, this can be arranged via an evening home study with a some exams in Cork over a period of 16 months. - We have previously sponsored some of our employees to complete this.
- We'll train you to deliver your role safely... after that, the sky is the limit! - The practice has a very modern attitude for career and opportunities with wage progression.

For further information and to apply: ***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=7739098948028723&vjk=352bc7a33de98a56***

FULL TIME KITCHEN STAFF

Employer: Bunkers Bar & Restaurant, Killorglin, Co. Kerry

Details:
- In-house training provided
- Immediate start

To apply: ***Email CV to : bunkersbar56@gmail.com***

WAREHOUSE OPERATIVE

Employer: Independent Irish Health Foods - Killarney, County Kerry

Details:
- Load and unload lorries in a safe and efficient manner
- Move and stack materials
- Keep production lines supplied with empty containers and packaging materials as needed
- Rotate floor stock
- Licensed forklift operator - beneficial

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For full details and to apply follow the link: ***https://ie.indeed.com/jobs-in-County-Kerry?advn=6079662029214255&vjk=da485165d3337b15***

SOCIAL FARMING REGIONAL DEVELOPMENT NETWORK OFFICER

Employer:

- West Limerick Resources CLG, St Mary's Road, Newcastle West , Co. Limerick

Details:

- West Limerick Resources CLG wishes to recruit a Social Farming Development officer for our South West Regional Network (Clare Limerick Cork Kerry and North Tipperary).

Duties include:

- Work within West Limerick Resources CLG at a regional level and work nationally with the National Project Manager / National Project Coordinator of Social Farming Ireland (SoFI) Network in Leitrim Integrated Development Co. CLG on the implementation of the project work packages.
- The Manager and Co-ordinator will provide support and guidance on all aspects of the development and maintenance of the Social Farming Network.
- Develop, facilitate and drive strategic collaborative partnerships and networks focused on developing appropriate initiatives to support the development of Social Farming in the region.
- Build strong working relationships with key stakeholders in the health & social care sectors.
- Provide support to farmers & farm families to participate in the programme, which may include leading, participating in, or assisting with various elements of the process such as provision of information, guidance, mentoring.

Requirements include:

- Third Level qualification and/or relevant project management experience in health & social care, and/ or rural and community development and or social inclusion.
- Project management experience
- Interpersonal and communication skills necessary to establish trusting relationships with all stakeholder groups and encourage engagement with the service.
- Good organisational skills both for own work and network events within the region.
- Good administrative skills, finance, I.T., recording and reporting, and attention to detail.
- Demonstrable capacity of practical programme delivery

For full details and to apply follow the across link:

Closing Date: 5pm on Wednesday 2nd December 2020

https://www.activelink.ie/vacancies/community/78501-west-limerick-resources-social-farming-regional-development-officer

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

CALL FOR FARMERS IN KILLARNEY AND EAST KERRY TO JOIN RURAL SOCIAL SCHEME

South Kerry Development Partnership Clg is actively seeking farmers to join the Rural Social Scheme Team. We currently have 15 places to fill on the South Kerry Development Partnership, Rural Social Schemes.

During these difficult times many farmers may have lost employment due to Covid 19 or farm income may have reduced and the Rural Social Scheme could be a way of gaining some lost income. To qualify for the scheme farmers must be in receipt of Farm Assist / Job Seekers Allowance, be actively farming in excess of one hectare. Participants are engaged for 19.5 hours per week to provide certain services of benefit to rural communities. Benefits to farmers on the Rural Social Schemes include:

- **Reduced isolation through work alongside other farmers on local projects**
- **Guaranteed and increased weekly income.**
- **Make weekly PRSI contributions towards old age pension.**
- **Opportunity to use many different skills due to the variety of work available indoor and outdoor.**
- **Both male and female farmers participate on the Rural Social Scheme**

The Rural Social Scheme currently provides work opportunities for around 3,350 participants and 139 supervisory staff nationally. The local supervisor will complete all the required paperwork to join the schemes.

For further information please contact

RSS Manager Joseph McCrohan 0872849165
or Killarney RSS Supervisor Breda O'Shea on 0879715446.

STONE FLOWER BEDS
Muckross Road

CLEARING OVERGROWTH
at Killegy Burial Ground

COMPLETION OF STEPS
at Killarney Athletic

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

GENERAL LABOURER & APPRENTICE CARPENTER	
Employer:	KC Construction & Fitouts Ltd
Details:	• KC Construction & Fitouts Ltd. is a rapidly growing force in the construction industry in the south west. We have a full book of work for 2021 and beyond and are putting together a tight knit team of talented workers. • Currently we have a vacancy for an Experienced Labourer, preferably with experience in carpentry and dry lining. • We are also looking to recruit an Apprentice Carpenter, who has a real interest in the trade and wants to be trained by the best carpenters in the business.
Requirements:	• All candidates must have valid Safe Pass, Manual Handling and online Covid Induction certs.
For further information and to apply:	***If you have what it takes to be part of a hard-working, dynamic team going places send your cv to matt@kccfitouts.ie***

SENIOR PHARMACY TECHNICIAN 12 MONTH FIXED TERM CONTRACT -37 HOURS P.W	
Employer:	Bon Secures, Limerick
Requirements:	• Pharmaceutical Technician Certificate or equivalent (i.e. NVQ/IPU) • 3 years post qualification experience (hospital experience desirable) • Experience in procurement and supply chain management. • Strong IT skills, (Sage, Excel and Cliniscript) • Ability to work carefully, methodically and accurately with good time management skills • Excellent organisational skills • Flexibility and ability to working on own initiative • Conscientious, motivated, committed with professional attitude and willing to learn.
Contact details:	• Applications should be made in writing, to include an up-to-date current Curriculum Vitae, by Friday, 4th December 2020 to: Ms. Michelle Kenny, Human Resources Manager, - • galwayhr@bonsecours.ie
For further information and to apply:	***https://www.jobalert.ie/job/senior-pharmacy-technician-12-month-fixed-term-contract-37-hours-***

SALES ASSISTANT

Employer:	Home Store & More, Tralee, Co. Kerry
Duties include:	• Customer Service • Operation of tills • Stock Control • Merchandising of stock
Requirements:	• Demonstrate an ability to deal with colleagues and customers in a friendly and helpful manner • Focus on customer care • Have good communication skills • Be reliable
For full details and to apply:	***https://ie.indeed.com/jobs-in-County-Kerry?advn=8040691028514026&vjk=47bd996311d28883***

SENIOR ASSISTANT CHIEF FIRE OFFICER

Employer:	Kerry County Council
Details:	• Reporting to the Chief Fire Officer, the Senior Assistant Chief Fire Officer will be required to lead a team in any of the main disciplines of the Fire Service: Fire Prevention, Operations, Fire Safety Management, Major Emergency Management, Civil Defence or Building Control. • As a Senior Assistant Chief Fire Officer, the successful candidate will have an important role in the management of staff and will have to be capable of undertaking the role of Rostered Senior Fire Officer at operational incidents.
For further information and to apply follow the across link:	***Closing Date: 3pm, Thursday, 3rd December 2020*** ***https://www.jobalert.ie/job/senior-assistant-chief-fire-officer-public-appointments-service-2***

JUNIOR OFFICE ASSISTANT

Employer:	Southwest Engineering - Milltown, County Kerry
Duties:	• The responsibilities for this position include all aspects of office administration. • Dealing with Purchase Orders, suppliers, liaising with the Operations Manager and the staff. • Meeting deadlines in relation to supplying information to clients. • Ensuring that all health and safety material is up to date. • Helping with accounts department and keeping project records up to date.
For further information and how to apply, follow the across link:	***https://ie.indeed.com/jobs-in-County-Kerry?vjk=7bba8b3cf8815578&advn=9055812131182501***

LIVESTOCK HAULAGE DRIVER

Requirements:	• Over 25 • Clean Artic Licence with all up-to date and relevant livestock transport certs • CPC driving courses • Tachograph card • Experience in handling livestock preferable • No night work
For full details and to apply:	***Contact: 087 2500970***

CHARTERED ACCOUNTANT

Employer:	Timothy Kelliher & Company Ltd, Lewis Road, Killarney, Co. Kerry
Duties:	• Bookkeeping • Payroll • Tax returns & accounts • Cash Flow and Forecasting
To apply:	***For initial meeting / consultation contact Timothy:*** ***Email: info@timothykelliher.ie*** ***Phone: 064 6632105***

SOUS CHEF / 2ND CHEF

Employer:	The Laurels Pub, Killarney, Co. Kerry
Details:	• The successful candidate will have several years experience in a commercial setting • Have fluent English • Work well as part of a team • Be reliable and have a passion for good food and pride in their work • This is a full time position and focused mainly on dinner service
To apply:	***Please apply by email to: kate@thelaurelspub.ie with a comprehensive CV with references and contact details***

RECEPTIONIST

Employer:	Dairymaster, Tralee, Co. Kerry
Summary of requirements:	• Relevant third level qualification required. • Excellent verbal and written communication skills.
For further information and to apply, follow the link across:	***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&vjk=5f64d40ded87e053***

Ballymacelligott CE CLG

Job Title	Location	No. of Postions	Garda Vetting	Closing Date	Job Ref. No
Maintenance	An Riocht, Castleisland	1	No	22/11/2020	#CES-2164017
Maintenance	Farranfore (Gaa grounds)	2	No	22/11/2020	#CES-2164016
Maintenance	Firies, Marian Hall	2	No	22/11/2020	#CES-2164014
Caretaker	Brosna	1	Yes	22/11/2020	#CES-2164015
Maintenance	Currow CC, GAA	1	No	28/12/2020	#CES-2164018

Dated 16/11/2020

RETAIL SECURITY OFFICER

Employer: Bidvest Noonan, Tralee, Co. Kerry

Duties:

- Act as an ambassador for the company
- Present for work at the designed time
- Follow on site security requirements including internal patrols, external patrols, monitoring CCTV, access control
- Report any security events in the onsite log
- Deal with emergency situations
- Support emergency services as required
- Complete the onsite paperwork in a clear format
- Liaise with Bidvest Noonan Management and the National Call Centre regarding any security issues or problems
- Assist with queue management

Requirements include:

- 5 year verifiable work history
- 2 years of Retail Security experience
- Must have the relevant documents to work in Ireland
- Valid PSA License
- Good customer service skills
- Excellence communication skills including fluent English

For further information and how to apply, follow the across link: *https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=9567122015770542&vjk=9dfc5c8c6f38c154*

ACCOUNTING TECHNICIAN

Employer: Aherns Motor Group, Castleisland, Co Kerry

Details include:

- Students who attained their Leaving Certificate results this year, school leavers, graduates, and mature learners looking to start a career in accounting and finance should consider applying as the Apprenticeship programme provides an opportunity to work, earn and learn.
- The Accounting Technician Apprenticeship is a two-year, work-based learning programme leading to a Level 6 QQI Advanced Certificate in Accounting. Accounting Technician Apprentices work four days a week with a registered employer and study one day a week on a two-year employment contract.
- This January, the Apprenticeship programme will be taught through the ATI Academy and classes will be held online enabling students across Ireland to apply.
- Successful applicants earn at least €19,860 per annum, are given three weeks paid study leave by their employer, and their college tuition is fully funded by SOLAS.

For further information and to apply: ***https://www.jobalert.ie/job/accounting-technician-aherns-motor-group-kerry***

WAREHOUSE FORKLIFT DRIVER

Employer: Staffline Recruitment (NI) - Ireland

Duties include:

- Driving a Fork-truck, loading and unloading of trucks and storing goods in correct areas.
- Picking product in preparation for outgoing deliveries
- Process Customer call offs in a timely manner.
- Prepare relevant paperwork for deliveries.
- Ensuring product is stored in the correct location
- Retrieve product as required by relevant teams
- Loading and Unloading of trucks if required
- Ensure storage and organisation is safe and tidy at all times.
- Safe transporting of goods throughout the production facility
- General warehouse support
- Devise and implement in conjunction with the Warehouse Manager efficient procedure across the warehouse function.

Requirements:

- Manual Handling essential
- Forklift licence - Counter Balance
- 3-5yrs years experience

For further information and to apply: ***https://ie.indeed.com/jobs?q&l=Tralee%2C%20County%20Kerry&fromage=1&advn=5557876768910670&vjk=b5fb0ee9314a21b2***

OFFICE ADMINISTRATOR

Employer: Agri Diagnostics Ireland Ltd - Killarney, County Kerry

Duties include:

- Greeting customers and delivering exceptional customer service assistance. This entails answering calls and fielding them, accordingly, addressing customer's questions.
- Coordinate office activities and operations to ensure efficiency and compliance with company policies
- Logging incoming samples
- Data entry, creating spreadsheets and filing.
- Support budgeting and bookkeeping procedures
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Requirements:

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organisational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software
- Qualifications in secretarial studies will be an advantage. BSc/BA in office administration or relevant field is preferred

For further information and to apply: ***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=8043085466899822&vjk=e765be3743c12139***

STORE ASSISTANT

Employer: Aldi, Killorglin, Co Kerry

Details:

- You'll be involved in everything from checking off deliveries to dealing with customer queries and ensuring that the shelves are always fully stocked.
- You'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.
- It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it.
- There's a real family feel, and everyone pitches in as part of a close-knit team.

For further information and to apply follow the across link: ***https://ie.indeed.com/jobs-in-County-Kerry?vjk=4c4a5617625b70aa***

Back to Work Enterprise Allowance (BTWEA)

The BTWEA offers effective support to people who are long term unemployed and other welfare recipients who are interested in Self Employment.

Current and past BTWEA Clients of SKDP have indicated on a regular basis to their Enterprise officers that they welcome the opportunity to support their families and themselves through self-employment.

What is the BTWEA?

The BTWEA scheme encourages people getting certain social welfare payments to become self-employed. If you take part in this scheme, you can keep a percentage of your social welfare payment for up to two years.

What are the Benefits of the BTWEA?

The amount of time you can participate on the Back To Work Enterprise Allowance (BTWEA) is 2 years. You will receive 100% of your payment for the first year, and 75% for the second year. The BTWEA is not taxable

What grants/supports are available?

Capital Grants are available once on the Scheme. This is subject to an application process. Conditions apply.
Capital Grants: 65% of the cost to a max of €600.

Grants are also open to application under the Enterprise Support Grant Scheme from DEASP to the value of €2500

Mentoring is available to all BTWEA participants in the form of Bookkeeping

Who do I contact in relation to Self-Employment and BTWEA?

Cahersiveen & Killarney Area – **Anne O Riordan** 066 94 72 724 **aoriordan@skdp.net**

Killorglin & Kenmare Area – **Joanne Griffin** 087 615 2660 **jgriffin@skdp.net**

SURVEILLANCE OPERATIVE/FRAUD INVESTIGATOR

Employer: Spotlight Investigations Limited - Ireland

Requirements:

- Full/clean driver's licence (Required)
- 2 years of surveillance experience or similar (e.g. Military/Police)
- Strong driving skills - training in advanced driving techniques is desirable
- Excellent observational, judgement and communication skills
- You are required to maintain high levels of concentration and patience
- High level of spoken and written English
- Full, clean driving licence is essential
- Good character (vetting required)
- Hardworking individuals who are discreet, punctual, and trustworthy
- Experience of giving evidence in court is desirable but not essential
- Proficiency in handling video camera equipment is desirable
- A good level of physical fitness
- A current passport is necessary in the event that you are required to travel overseas in the execution of your duties
- Ability to travel throughout the country, sometimes at short notice, as required. Overnight stays will be required from time to time.
- You must be prepared to work flexible, and sometimes extended, working hours which can change at short notice

Duties:

- Foot/vehicle, static/mobile covert surveillance/investigations operations
- Maintaining accurate and detailed records of observations/events
- Securing video evidence
- Working as part of a surveillance team.

For further information and to apply: ***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=5861219664005342&vjk=f88d597feb04e433***

CLIENT LIAISON

Employer: Bon Secures Hospital, Tralee, Co. Kerry

Duties include:

- Identifying and assessing customer's needs to achieve satisfaction based on your training with us and knowledge of our services
- Generating sales to achieve sales targets by following up on leads and consulting with clients on their requirements in a timely manner, to a professional standard
- Preparing monthly performance update reports including analysis of activity and sales against targets
-

For full details and to apply, please follow the across link: ***To apply, please forward covering letter outlining how you meet the criteria above and a copy of your current Curriculum Vitae via e-mail to Susan Mc Namara, HR Department, Bon Secours Hospital, Tralee***

https://www.jobalert.ie/job/client-liaison-bon-secours

South Kerry Skillnet

Fit2Work Skills Program

We are here to help you get upskilled and rehired

The Program is designed to Upskill Trainees for any sector and Trainees Learn on Any Device. You can pick and choose the courses you wish to complete

Courses include

IT Skills - Essential Computer Literacy Skills That Everyone Needs

30 Hours - 6 Courses

- Microsoft excel skills
- Microsoft Outlook Skills
- Microsoft word skills
- Microsoft teams
- Microsoft PowerPoint skills
- Cyber Security

These will be Microsoft approved courses and will have assessments and certification

Personal Skills - Essential Skills That All Employers Look For

14 Hours - 6 Courses

- Critical thinking and problem solving
- Digital Literacy skills that grow your career
- Effective communication
- Effective time management
- Emotional intelligence at work
- Team working skills

These courses will have expert trainers and will have assessments and certification

Career Skills - Skills and Practical Techniques to Getting That Job

6 Hours -3 Courses

- How to Succeed at writing application
- How to sell yourself and interview techniques
- Job hunting techniques to get hired faster

Practical steps and techniques to getting hired Includes Templates that can be amended

Eligible Trainees: People who are not in employment can participate in Employment Activation Programme.

For more information please visit
www.kerryskillnet.ie Find us on Facebook @southkerryskillnet1 T: 066 9762477
E:info@kerryskillnet.ie

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

TEAM LEADER	
Employer:	Fexco, Killorglin, County Kerry, Ireland
Duties include:	• Lead, manage, motivate and develop your direct reports ensuring staff are consistently delivering an exceptionally high standard of customer service and achieving targets • Take personal responsibility for coaching and developing your team to fulfil their potential
Requirements include:	• 5 years' experience in an operations / people management role is essential • Proven experience in managing high performing teams is essential • Relative experience in a contact centre or customer service environment will be a distinct advantage • Proven ability in a multi-skilled, multi-contract environment an advantage
For full details and to apply follow the across link:	***https://ie.linkedin.com/jobs/view/team-leader-at-fexco-2314674211?refId=2280d0d6-936e-4ed3-b010-9803b7d51fd4&trk=public_jobs_topcard_title***

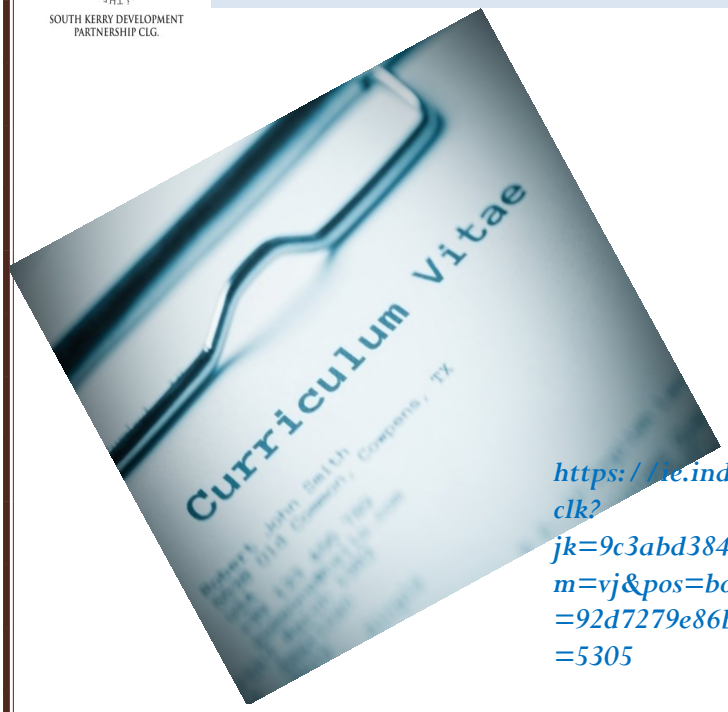
CE Schemes				
Job Title	**Location**	**No. Of Positions**	**Closing Date**	**Job Ref. No.**
Grounds Person	Kilgarvan	1	13/12/2020	CES - 2146636
Cleaner	Kilgarvan	1	13/12/2020	CES - 2160359
Kitchen Assistant	Kilgarvan	1	13/12/2020	CES - 2160361

Kenmare Community Employment Scheme				
Job Title	**Location**	**No. of Positions**	**Closing Date**	**Job Ref. No**
Shop Assistant	Kenmare	1	20/12/20	CES -2163384
General Maintenance	Kenmare	3	20/12/20	CES - 2163385
Bookkeeper/Office Administrator	Kenmare	1	20/12/20	CES - 2163386

TELEPORTER DRIVER—FULL-TIME, CONTRACT	
Employer:	Assist Personnel Ltd - County Kerry
Details:	• A Teleporter operator is required for an immediate start in Kerry. • Must have a minimum of 2 years operating a Teleporter. • Must have a valid CSCS Teleporter ticket. • Must have a Valid Safe Pass. • Job Types: Full-time, Contract • Salary: €17.97 per hour • 360 Teleporter Experience: 2 years (Required)
For further information and to apply:	***https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=1&advn=3507356024523710&vjk=8a7db25291fc1baf***

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

SOUTH KERRY JOBS CLUB



https://ie.indeed.com/rc/clk?jk=9c3abd3846c7e6b3&from=vj&pos=bottom&astse=92d7279e86bd3aa8&assa=5305

ONLINE MOCK IN-

Your CV (Curriculum Vitae) and cover letter are usually the first impression that a company or organisation gets of you, so you have to make it the best it can be. That means knowing how to make your achievements shine.

Phone Paul or Mary today on 064 6637833 and start your Journey to Success.

WE CAN PROVIDE ONLINE SUPPORT TO UPDATE YOUR CV, TALK YOU THROUGH INTERVIEW SKILLS AND PREPARE YOU FOR WORK.

MOTOR MECHANICS APPRENTICESHIP

Employer:	TLI Group, Tralee, Co Kerry
Duties include:	• Assist mechanics in their day to day activities • Work closely with other mechanics to ensure full co-operation when carrying out tasks • Completing job cards and compiling a list of parts & labour etc that are used when carrying out tasks to an asset • Ensuring all relevant paperwork is carried out ie, DSRA etc • Ensuring all paperwork and jobs cards are filled out correctly with the TLI Group service • Onsite mechanic, travelling to site to carry out any tasks requiring attention • Promoting TLI safety processes and procedures by promoting the wearing of relevant PPE • Any other reasonable work related tasks • Undertake suitable training courses as detailed in training plan or apprenticeship
For further information and to apply, follow the across link:	**The closing date for applications is Friday the 27th of November 2020** **https://www.jobalert.ie/job/motor-mechanics-apprenticeship-tli-group-2**

Jobs Sheet Publishing Info

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

South Kerry Development

Partnership CLG.,

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Killarney,

Co. Kerry

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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 5p.m. on Thursdays are not guaranteed to be published

Email: ***jobsheet@southkerryles.ie***

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

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

OBAIR Local Employment Service Network