



Rialtas na hÉireann
Government of Ireland



SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Wishes to recruit a

Community Car Initiative – Booking/Administrative Officer

The South Kerry Development Partnership CLG invites applications for the above position.

South Kerry Development Partnership CLG now has a vacancy for a part time booking/administrative officer under the Community Car Initiative.

The purpose of the Community Car initiative is to support the accommodation of Ukrainian Refugees in areas more-removed from urban centres, and in places where rural transport links are not fully connected. This initiative aims to put in place a system of a community car which will be made available through South Kerry Development Partnership, within the terms of a Service Level Agreement (SLA) with Kerry County Council. The booking/administrative officer will work with the driver/s on a booking system, developing a schedule of appointments (collections & return journeys), recording details of completed journeys etc.

Duties will include taking enquiries for the Community Car Initiative over the phone or via email and confirming bookings for the Community Car with both the driver & clients. Dealing with queries from the Ukrainian community re the Community Car Initiative in a prompt, professional & friendly manner. Assisting in the promotion of the Community Car Initiative for passengers, staff and members of the public. Maintaining all records in relation to the Community Car Initiative. Recording all required key performance indicators for the service and preparing reports for SKDP management on same. Carrying out any other administrative duties from time to time that may be assigned by either your line manager or SKDP CEO as required.

The successful candidate will have a good standard of education, excellent communications skills both verbal & written, excellent IT skills and be proficient in the use of the Microsoft Office suite of programmes. possess a pleasant & helpful telephone manner, possess excellent administration skills with a strong attention to detail. Be able to demonstrate an ability to work on their own initiative as well as part of a team. Fluency in Ukrainian & Russian with a very good standard of English is essential for this post. Knowledge of the South Kerry geographical area is desirable, but not essential.

The post will be work-based at either the SKDP Offices at West Main Street in Cahersiveen or Library Place, Killorglin, Co. Kerry.

The salary for the position will be €16,000 for 22.5 hours per week. The successful candidate will be employed under a 12-month fixed term contract with the possibility of renewal depending on funding.

Full particulars of the position are available from

Tracy Moriarty

South Kerry Development Partnership CLG,

Library Place, Killorglin, Co. Kerry

Telephone 066 9761615, Fax 066 9762059, e-mail tmoriarty@skdp.net

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

Noel Spillane, Chief Executive Officer,

South Kerry Development Partnership CLG

Library Place,

Killorglin

Co Kerry

Not later than 5:00 p.m. on Friday 5th May 2023

South Kerry Development Partnership CLG is an Equal Opportunities Employer.