

KERRY LOCAL AREA EMPLOYMENT SERVICE
SOUTH KERRY EDITION



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Killarney

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Killorglin

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Kenmare

21 Henry St.
 Kenmare,
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SOUTH KERRY DEVELOPMENT
 PARTNERSHIP CLG.



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

HOSPITALITY ASSISTANT

Employer:	Sansont Ltd., Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> Assist the hotel team in delivering the guest journey, creating the ultimate experience in a warm, comfortable and clean environment <p>Job Types: Full-time, Part-time, Permanent Part-time hours: 5/35 per week Salary: €10.00-€11.00 per hour</p>
For full details and to apply:	https://ie.indeed.com/cmp/Sansont-Ltd?from=mobviewjob&tk=1gup5tbnnjtve801&fromjk=b76905165e5c1fc9&attributionid=mobvjcmp

FRONT OF HOUSE RECEPTIONIST

Employer:	Killarney Dental Clinic, Killarney, County Kerry
Details include:	<ul style="list-style-type: none"> Killarney Dental Clinic are hiring a Front of House Receptionist on a part-time basis. We are a family run, progressive practice with a great team environment. 3 days per week, 8 a.m. to 5 p.m.
Requirements include:	<ul style="list-style-type: none"> We are a fully digital clinic so computer competence is a necessity. Excellent communication skills, must be caring, kind and good with people. Well organised and able to multitask and work well as a team.
For full details and to apply:	https://ie.indeed.com/cmp/Killarney-Dental-Clinic?from=mobviewjob&tk=1gup64kf9jtts800&fromjk=a8b3c674db692af0&attributionid=mobvjcmp

DELI ASSISTANT

Employer:	Centra, Waterville, Co. Kerry
Duties include:	<ul style="list-style-type: none"> Prepare customer orders across all fresh food areas i.e. make sandwiches and rolls, dish up hot food and slice meats Cook, prepare and display the foods sold throughout the day Ensure the counter displays across all fresh food departments are to the highest standards at all times throughout the day Deal with all customer queries efficiently, professionally and in line with store policy <p>Part time or full time positions available.</p>
Requirements include:	<ul style="list-style-type: none"> HACCP training is desirable but not necessary Excellent communication skills Previous customer service experience is an advantage The ability to work as part of a team in a fast-paced environment and ability to multi task under pressure A passion for food and the ability to inspire shoppers.
For full details and to apply:	https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&tk=1gupnet86g3n6800&fromjk=080a26d927ff71e1&attributionid=mobvjcmp

CHEFS

Employer: Eashal & Aroush Ltd., Killarney, County Kerry

Details include: The following Chefs are required by Eashal & Aroush Ltd., Killarney

- Indian Curry Chef, Tandoori Chef & Thai Chef
- Minimum 2 yrs experience essential and must have English language
- Salary: 30k per annum

For full details and to apply: [Call 087 7772349](tel:0877772349) or email to: uptownkillarney@gmail.com

EXPORT SHIPPING TEAM LEAD

Employer: Morgan McKinley, Killarney, County Kerry

Details include:

- My client based in Kerry are seeking to hire an Export Shipping Team Lead. As Export Shipping Team Lead you will have 3 direct reports while reporting directly to the Operations Manager.
- This will be a Monday to Friday role with a company working policy of 3 days on site & 2 from home once probation is passed.
- This role is responsible for the planning and execution of all export activities for product and materials for aftermarket and original equipment.
- Managing the shipping team ensuring regulatory compliance for shipments, all essential shipping licences / documentation, and review of internal processes and procedures to ensure efficient operations of the team.
- Job Types: Full-time, Permanent
- Salary: €45,000.00-€50,000.00 per year

Requirements include:

- Strong knowledge of export regulatory requirements, shipping and customs documentation and ability to track regulatory changes.
- Results-oriented and utilize speed, accuracy, and accountability to service internal and external customer needs.
- Originating action to drive process improvements; identifying improvement opportunities; generating ideas and implementing solutions.
- Ability to handle multiple tasks in a fast-paced environment dealing with multiple stakeholders, deadlines and follow through.
- Excellent problem solving and decision-making ability.
- International trade qualification, Import / Export qualification or training is desirable.
- Supervision of a team is advantageous.

For full details and to apply: <https://ie.indeed.com/cmp/Morgan-Mckinley?from=mobviewjob&tk=1gupaknomjtuq800&fromjk=653ffdee9f898bc2&attributionid=mobvjcmp>

HUMAN RESOURCES GENERALIST

Employer:	Search Talent, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Partner with the HR Manager and business leaders to identify staffing needs and develop recruitment strategies to attract top talent. • Manage the full-cycle recruitment process, including sourcing, screening, interviewing, and extending job offers. • Assist with onboarding new employees and conducting orientation sessions. • Manage employee relations issues and respond to inquiries regarding HR policies and procedures. • Administer performance management programs, including conducting performance evaluations, providing feedback to managers and employees, and developing performance improvement plans. • Maintain accurate employee records and ensure compliance with all HR policies and procedures, as well as legal requirements. • Perform other duties as assigned.
	<p>Job Type: Full-time Salary: €45,000.00-€55,000.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> • Bachelor's degree in HR, Business Administration, or a related field. • 3-5 years of experience in an HR Generalist role, preferably in a manufacturing or industrial environment. • Knowledge of HR laws and regulations. • Excellent communication, interpersonal and organizational skills. • Strong analytical and problem-solving skills. • Ability to work independently and as part of a team. • Proficient in Microsoft Office.
For full details and to apply:	<p>https://ie.indeed.com/cmp/Search-Talent?from=mobviewjob&tk=1gupb8pi7jv50800&fromjk=19fd0ba6a2011ff1&attributionid=mobvjcmp</p>

KITCHEN PORTER

Employer:	Murphy Brownes Restaurant, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Responsibilities include washing of plates, pots and pans, keeping floors clean, sanitizing food preparation areas and occasionally helping with food preparation
	<p>Job Type: Full-time. Evenings only, no split shifts Salary: €12.00 per hour English spoken</p>
For full details and to apply:	<p>https://ie.indeed.com/cmp/Murphy-Brownes-Restaurant?from=mobviewjob&tk=1gupgv30vtuj800&fromjk=c7b6340fad7c2836&attributionid=mobvjcmp</p>

RETAIL TEAM MEMBER

Employer:	BoyleSports, Dingle, County Kerry
Duties include:	<ul style="list-style-type: none"> • Assist the Manager with the day to day running of the business. • Accept bets as per procedure and in a timely manner. • Accurately process bets through the EPOS System. • Ensure that all procedures are followed. • Cash management. • Keep shop standards to a high quality. • Adhere to social responsibility duties.
Requirements include:	<ul style="list-style-type: none"> • A drive for creating customer relationships. • A strong eye for detail. • Adaptable and have the ability to react quickly. • Be flexible as our business operates 7 days a week. • Strong communication skills. • Must be over the age of 18.
For full details and to apply:	https://ie.indeed.com/cmp/Boylesports?from=mobviewjob&tk=1gupbnughjv5b800&fromjk=b2b5dc6b5d449f17&attributionid=mobvjcmp

FLOOR SUPERVISOR

Employer:	Total Solutions, Portmagee, County Kerry
Details include:	<ul style="list-style-type: none"> • Successful candidates must have relevant experience with Supervising for at least 2 years. Accommodation can be provided in our staff accommodation at the rate of €50 per week. One meal per shift is provided after 4 hours worked • Job Type: Full-time • Salary: €13.00 per hour
For full details and to apply:	https://ie.indeed.com/cmp/Total-Solutions-141e073b?from=mobviewjob&tk=1gupc31idjkkh802&fromjk=882da9549e04a9ce&attributionid=mobvjcmp

FOOD AND BEVERAGE ASSISTANT

Employer:	Quinlan's Fish - Seafood Restaurant, County Kerry
Details include:	<ul style="list-style-type: none"> • Represent the company's high standards of personal presentation and behaviour at all times during a shift. • Welcome guests in a friendly and accommodating manner, making a great first impression. • Exceed guest expectations by serving food and drink in a professional, knowledgeable and accommodating manner. • Learn and retain a comprehensive understanding of all menu items. • Job Types: Full-time. Contract length: 12 months • Salary: €11.30-€14.00 per hour
For full details and to apply:	https://ie.indeed.com/cmp/Quinlans-Fish-1?from=mobviewjob&tk=1gupm067fjtv800&fromjk=0a1be5860d6d09d0&attributionid=mobvjcmp

DEPUTY MANAGER

Employer:	Naionra Annascaul Preschool, Annascaul, County Kerry
Details include:	<ul style="list-style-type: none"> • A Deputy Manager is required for Naionra Annascaul Preschool to cover maternity leave. This position is available from the end of August 2023 until the end of January / February 2024. • Duties include creating a fun experience for the children on a daily basis, including art, sensory, physical activities. Nappy changing and general cleaning of the preschool room. • Monday to Friday, 9 a.m. to 1 p.m. • Job Type: Fixed term. Contract length: 6 months • Salary: From €15.70 per hour
Requirements include:	<ul style="list-style-type: none"> • Min Level 6 Qualification in Childcare or equivalent • Manager experience preferable
For full details and to apply:	<i>Contact Clodagh or Helen on 087366 2344 or email naionraannascaul@gmail.com</i>

BAR MANAGER

Employer:	Muckcross Park Hotel & Spa, Killarney, County Kerry
Duties include:	<p>Supporting the Operations Manager & HODS in overseeing the day-to-day operation of the Muckcross Park Hotel Function Bars and Colgan's Pub</p> <ul style="list-style-type: none"> • Assessing and analysing departmental budgets to find ways to minimize expenses and optimize profits • Inspiring and motivating employees to perform at their best through positive encouragement and incentive initiatives • Setting budgets and ensuring costs remain under your target • Involvement in the company's planning, policy, and strategic decisions • Ensure all relevant legal and regulatory documents are filed to guarantee compliance with the relevant authorities. • Development, implementation, and review of all H&S standards • Ensuring that excellence in customer service is provided at all times • Deal with guest complaints as they arise • Ensure the smooth running for all departments in the hotel • Dealing with enquiries for incoming functions <p>Job Type: Full-time, Permanent</p>
Requirements include:	<ul style="list-style-type: none"> • 2-3 years previous experience in similar role within the hotel industry • A proven track record of delivering high professional standards • Excellent communication skills • Ability to work alone or as part of a team • A positive attitude and outgoing personality
For full details and to apply:	<i>https://ie.indeed.com/cmp/Muckcross-Park-Hotel-&-Spa?from=mobviewjob&tk=1gshjmeapk9ba800&fromjk=b5e85e4fe0ee4ce6&attributionid=mobvjcmp</i>

ACCOMMODATION ASSISTANT

Employer:	The Lake Hotel Ltd., Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Undertake all aspects of cleaning bedrooms, bathrooms, public toilets and public areas • Support the hotel laundry as and when required • Ensure guest's needs and requirements are met on a daily basis • Attend to any reasonable request made by the Accommodation Manager and Supervisor • Report in logbook any customer complaints or compliments • Report immediately any incidents of accident, fire, loss etc. • Attend meetings and training sessions as required • Take part in the hotel's Optimus Programme on a regular basis
	<p>Job Type: Full-time Salary: €10.50-€13.50 per hour</p>
For full details and to apply:	<p>https://ie.indeed.com/cmp/The-Lake-Hotel-Ltd?from=mobviewjob&tk=1gupesqccjv6j802&fromjk=b338270204fe43c5&attributionid=mobvjcmp</p>

SALES ASSISTANT

Employer:	Sports Direct, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Recommend, select and locate the correct merchandise for the customers needs • Receive and process cash and card transactions • Be fully updated on product knowledge • Maintain a customer friendly and customer focused environment at all times
Requirements include:	<ul style="list-style-type: none"> • Excellent communication skills • Able to work effectively within a team environment
For full details and to apply:	<p>https://ie.indeed.com/cmp/Sports-Direct?from=mobviewjob&tk=1gupfm90oju6800&fromjk=4ebeecb9f8c63af5&attributionid=mobvjcmp</p>

EARLY MORNING CLEANER

Employer:	Tatler Jack, Killarney, County Kerry
Details include:	<ul style="list-style-type: none"> • A Cleaner is required for a busy late bar • 3 mornings a week on Saturdays, Sundays & Mondays from 5 a.m. to 8 a.m. An extra 2 hours per day starting in June and an option of extra days during the summer months • English spoken is essential • Job Type: Part-time Hours: 9 to 15 per week • Salary: €12.00 per hour
For full details and to apply:	<p>https://ie.indeed.com/cmp/Tatler-Jack-1?from=mobviewjob&tk=1guup4idvgpf0803&fromjk=530e9bcdffe57a6d&attributionid=mobvjcmp</p>

OFF-LICENCE ASSISTANT

Employer:	Supervalu Ireland, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Ensure the Off-Licence Department operates efficiently and effectively at all times. Provide customers with excellent quality products and services. • Adhere to weekly stocktaking and daily waste procedures in the Off-Licence • Implement and follow planograms • Merchandise and present the Off-Licence department to the highest standard at all times • Deal with all customer queries efficiently, professionally and consistent with store policy • Attend relevant training as required and implement learnings in store.
Requirements include:	<ul style="list-style-type: none"> • Excellent communication skills • Ability to engage with and prioritise customer needs • Strong attention to detail, organised and flexible • Ability to use own initiative and work as part of a team • Previous customer service experience is an advantage
For full details and to apply:	https://ie.indeed.com/cmp/Supervalu-Ireland?from=mobviewjob&tk=1gupoj3glg3kt800&fromjk=5810211ed49b2361&attributionid=mobvjcmp

NIGHT PORTER

Employer:	International Hotel, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Customer relations in communicating hotel services to guests. • Responsible for looking after guests needs as directed by Reception. • Ensure toilets and cloakrooms are kept clean and tidy at all times. • Perform security checks at regular intervals. • Operate machinery and care for it as necessary, ensuring adherence to Health and Safety procedures. • Carry out fire and accident drills and to observe all safety rules. • Report and where possible take action on incidents of accidents, fire loss or damage. <p>Job Types: Part-time & Permanent Positions</p>
Requirements include:	<ul style="list-style-type: none"> • Minimum 1 year relevant experience • Customer focused and excellent communication skills • Willingness to work within a team environment • Good ability to handle pressurized situations and busy periods • Flexible, innovative and adaptable • Fluency in both written and spoken English
For full details and to apply:	https://ie.indeed.com/cmp/International-Hotel-5?from=mobviewjob&tk=1gupr9q3929ha000&fromjk=a80300536d29490d&attributionid=mobvjcmp

REGISTERED NURSE

Employer:	Xpress Health, Kenmare, County Kerry
Details include:	<ul style="list-style-type: none"> • Medication management • Monitor clients' health and wellbeing • Encourage safe working practices in line with company policies and procedures • Participating in a dynamic environment where teamwork and personal development are encouraged • Monitoring the handover of required documentation closely after every shift • Ensure that any concerns/incidents for the safety and welfare of patients and staff members are reported in a timely manner • The successful candidates will be subject to Garda vetting and will have to provide written references. • Salary: €32.00-€50.00 per hour
Requirements include:	<ul style="list-style-type: none"> • Bachelor's Degree • Nursing: 1 year • Nursing and Midwifery Board of Ireland registration • Highly motivated and enthusiastic • Ability to work on own initiative with excellent communication skills • A fluent level of English both written and oral is essential • Knowledge of HIQA standards • Confidentiality is a must while working with our clients
For full details and to apply:	https://ie.indeed.com/cmp/Xpress-Health-1?from=mobviewjob&tk=1gu78i9k9j6dd801&fromjk=4906f247e52ead5c&attributionid=mobvjcmp

KITCHEN PORTER

Employer:	Aghadoe Heights, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Reporting to the Head Chef, the Kitchen Porter will support the kitchen team in maintaining hygiene & cleanliness levels. The Ideal Candidate will have a natural flair for cleaning and have knowledge of Health & Safety work practices and HACCP. <p>Salary: €12.00 per hour Job Type: Permanent</p>
Requirements include:	<ul style="list-style-type: none"> • Must have kitchen porter experience in a busy restaurant/hotel • Be flexible to work mornings/evenings & weekends • Have the ability to work as part of a team and on own initiative
For full details and to apply:	https://ie.indeed.com/cmp/Aghadoe-Heights?from=mobviewjob&tk=1gupqoc72jv6j800&fromjk=c7a3232f9ffaf826&attributionid=mobvjcmp

DRIVER/LANDSCAPE OPERATIVE

Employer:	Redlough Landscapes, Killarney, County Kerry
Details include:	<ul style="list-style-type: none"> Maintenance of the environment. Working on different contracts across the county both residential and business sites Working with a lawnmower, weed control, pruning, planting plants, preparatory earthworks – working with an excavator. Using a company vehicle to get from site to site Work in small teams and with experienced teams at an established landscaping company <p>Job Types: Full-time, Permanent Salary: €29,835.00-€32,045.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> Positive proactive attitude Strong work ethic Garden experience an advantage but not necessary
For full details and to apply:	https://ie.indeed.com/cmp/Redlough-Landscapes-2?from=mobviewjob&tk=1gurnddijrgr802&fromjk=70e4841f584a44a5&attributionid=mobvjcmp

RIGID DRIVER

Employer:	Musgrave, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> Responsible for the general upkeep and security of the vehicle and trailer unit. Ensure that all required documentation is accurately completed. Responsible for safety, showing courtesy to other road users and complying with the rules of the road. Ensure that Trucks are loaded and discharged with due care Maintain and control Health & Safety, Quality and HACCP requirements relating to the transport system. Communication with management in terms of problems, arranging loads, reporting accidents and any other occasions where such contact is necessary. <p>Availability for early morning start (5.30am) Job Types: Full-time, Permanent Salary: €35,000.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> Full Clean C Driving Licence 1+ years experience gained on driving Rigid Vehicles.
For full details and to apply:	https://ie.indeed.com/cmp/Musgrave-Retail-Partners-Ireland---Fonthill-D22-Dublin,-County-Dublin?from=mobviewjob&tk=1gu7942blk9ah801&fromjk=12e960754c201681&attributionid=mobvjcmp

GENERAL OPERATIVE

Employer:	Local Government Jobs Ireland, County Kerry
Duties include:	<ul style="list-style-type: none"> • General Operatives assigned to all locations work to ensure the maintenance, upkeep and improvement of Kerry County Council's assets and facilities including the improvement maintenance and upkeep of the county road network, the maintenance of public infrastructure including parks and open spaces, and the provision of emergency responses to severe weather events. • Salary: €606.89 - €685.82 • Job Type: Temporary/Permanent
Requirements include:	<ul style="list-style-type: none"> • A good standard of general education • Experience of civil engineering works including construction techniques • Valid Safe Pass card • Full current Driving Licence in respect of Category "B" Vehicles or equivalent in the E.U. Model Driving Licence • Knowledge of Health, Safety & Welfare at Work legislation and how it relates to employees of Kerry County Council
For full details and to apply:	https://ie.indeed.com/cmp/Local-Government-Jobs-Ireland?from=mobviewjob&tk=1gurnvpoojk98800&fromjk=e04dae25cd9e4ee4&attributionid=mobvjcmp

WHOLETIME SUB STATION OFFICER

Employer:	Local Government Jobs Ireland, County Kerry
Duties include:	<ul style="list-style-type: none"> • Reporting to the Chief Fire Officer, or such other person as may be assigned from time to time by the Chief Executive. The ideal candidate should have satisfactory experience in the Fire Service and preferably have reached the rank of Retained Sub-Station Officer or Retained Driver/Mechanic. • The Sub-Station Officer will assist the Station Officer in leading the station team of highly trained personnel. • He/she will assist the Station Officer in ensuring that the specified minimum crew is available at all times for fire fighting and other emergencies. <p>Salary: €1,037 per week Job Type: Permanent</p>
Requirements include:	<ul style="list-style-type: none"> • Five years+ satisfactory experience in the Fire Service • Satisfactory knowledge of the principles and practice of fire-fighting • Adequate experience in the control and discipline of people • Capability of writing clear & concise reports and keeping records, etc. • Hold a full, clean driving licence in respect of Category B and Category C vehicles in the EU Model Driving Licence
For full details and to apply:	https://ie.indeed.com/cmp/Local-Government-Jobs-Ireland?from=mobviewjob&tk=1gurom9m0jtui800&fromjk=57cf4baf1595f7a3&attributionid=mobvjcmp

CLERICAL OFFICER

Employer:	CPL Recruitment, Killarney, County Kerry
Duties include:	<p>Cpl has a requirement for a Clerical Officer-Grade III to provide administration support to a Healthcare Team in Killarney, Kerry.</p> <ul style="list-style-type: none"> • Managing emails and correspondence • Updating shared folders • Liaising with other departments/agencies obtaining files as required • Handling phone calls coming into the department from patients and other departments • Inputting and updating statistics on an Excel spreadsheet • File preparation and uploading case files to the database <p>Job Type: 3 month contract initially 35 hours/week, 9 a.m. - 5 p.m. Monday-Friday Salary: €14.91 per hour</p>
Requirements include:	<ul style="list-style-type: none"> • At least 6-12 months of professional administration experience • Experience in a healthcare setting would be desirable • Proficiency with Microsoft Office Word, Excel, Outlook • Excellent communication and interpersonal skills • High attention to detail and organisation
For full details and to apply:	<p>https://ie.indeed.com/cmp/Cpl-Recruitment?from=mobviewjob&tk=1gurqm56pkjjc800&fromjk=ea433a45d9c3eb18&attributionid=mobvjcmp</p>

HOUSEKEEPING ROOM ATTENDANT

Employer:	Park Hotel, Kenmare, County Kerry
Details include:	<ul style="list-style-type: none"> • Greet all guests in a warm, friendly, and courteous fashion and to always maintain a professional manner. • Clean assigned bedrooms, bathrooms, and public areas and to ensure stocks of bathroom and bedroom items are replenished to correct standards • Report any defects found in the bedroom, corridors or public areas to the Head of department • Follow the company controls procedures in accordance with company checklist • Be energy efficient within the department, turning off lights, equipment etc when not in use • Develop own skills and knowledge through training, communication, and teamwork • Full Training provided
For full details and to apply:	<p>https://ie.indeed.com/cmp/Park-Hotel-Kenmare?from=mobviewjob&tk=1guuja747jv55800&fromjk=1ae0fe88191d2b00&attributionid=mobvjcmp</p>

SALES EXECUTIVE

Employer:	SalesSense International, County Kerry
Details include:	<ul style="list-style-type: none"> • This role is a full-time, entry to mid-level sales role, focusing on wireless, TV and internet products in the communications and entertainment technology space. • Our Sales Representatives are organised, digitally savvy communicators with a competitive spirit eager to learn and grow. A results-driven achiever comfortable in a sales environment. • Company vehicle · Fuel Card, ongoing coaching and field training provided. • Salary: €26,000–€60,000 a year • Job Type: Full-time, Permanent
Requirements include:	Full Licence Required
For full details and to apply:	https://ie.indeed.com/cmp/Salessense-International?from=mobviewjob&tk=1guub3a9r2fed000&fromjk=0f21d34fab037c03&attributionid=mobvjcmp

AA PATROL (CERTIFIED MECHANIC)

Employer:	AA Ireland, County Kerry
Duties include:	<ul style="list-style-type: none"> • As an AA Patrol you will contribute to the effective operation of the AA's Member Services by attending the scene of an AA member's breakdown. • Recover members' vehicles from the roadside when repair is impracticable and arrange any necessary garage assistance for members as required. <p>Shift working is a requirement including weekends and bank holidays. Will be rostered to work 40 hours a week. Job Type: Permanent Salary: From €41,000.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> • Motor Mechanics Apprenticeship, a QQI Level 6 Advanced Certificate. • Sound practical knowledge of mechanical and electrical workings of motor vehicles and an ability to affect repairs. • Basic knowledge of motoring law and ability to give evidence in Court as required. • Must have a full clean driving licence—Category B. • Ability to make clear written statements. • An excellent understanding of systems and processes operated within this environment. • Excellent planning and organisational skills. • Ability to engage and converse successfully with customers
For full details and to apply:	https://ie.indeed.com/cmp/Aa-Ireland?from=mobviewjob&tk=1gurt0klokjic800&fromjk=99a821b15619a2b6&attributionid=mobvjcmp

PURCHASING ASSISTANT

Employer:	Liebherr Group, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • General secretarial, office duties including word processing, spreadsheets and filing. • Organise and manage archives and sharepoints. • Support buyers in processing orders, inquiries, analysis and data evaluation. • Assist in organising meetings, supplier visits and events. • Issue reports and presentations, take meeting minutes and create summaries. • Support optimising administrative processes and their implementation within the organisation to improve efficiency and effectiveness. • Other additional duties which may be assigned by the Supervisor. <p>Job Type: Full-time</p>
Requirements include:	<ul style="list-style-type: none"> • Minimum of 3 years administration experience required. • Qualification in purchasing administration/supply chain/logistics would be an advantage. • Self-motivated with good organisational capabilities and the ability to manage multiple tasks. • Excellent communication, reporting skills and strong attention to detail. • IT skills: ERP, Microsoft Office Suite. • Advanced skills with formulas and complex financial spreadsheets in MS Excel.
For full details and to apply:	https://ie.indeed.com/cmp/Liebherr-Group?from=mobviewjob&tk=1guruhv5ckjig800&fromjk=49857d8df596a551&attributionid=mobvjcmp

DISPENSING OPTICIAN

Employer:	Specsavers, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Liaise with Optometrists to ensure that each customer you dispense receives a consistent quality handover. • Manage aftersales service (including complaints and problem solving) in a customer service focused 'can do' manner. • Contribute to achievement of individual and team sales targets by demonstrating effective professional sales techniques.
Requirements include:	<ul style="list-style-type: none"> • Must have previous experience working in an Opticians • Good levels of customer service
For full details and to apply:	https://ie.indeed.com/cmp/Specsavers?from=mobviewjob&tk=1guphf0utjttj800&fromjk=61d4ce7e127fea86&attributionid=mobvjcmp

OPERATIONS & DELIVERY MANAGER

Employer:	Bank of Ireland, The Mortgage Store, Ireland
Duties include:	<ul style="list-style-type: none"> • Drive continuous improvement initiatives to enable simpler business throughout the customer mortgage journey • Build stronger relationships with brokers on The Mortgage Store panel, developing relationships with key Brokers and delivering a seamless service in this B2B channel. • Be responsible for critical business performance indicators including, SLAs, Risk Metrics, Credit Quality, CES and key OKR's. • Ensure all team activity is appropriately controlled and supported by rigorous quality assurance and risk management framework including RADAR. • Engage in stakeholder management as the role will require working with several teams outside of The Mortgage Store including Customer Delivery, Governance, Risk, Credit & Transformation within the Home Buying stream.
Requirements include:	<p>Job Type: Full-time</p> <ul style="list-style-type: none"> • Ideally have a Third level qualification in Business, Finance or other relevant subject area. • QFA/APA essential • Knowledge of end-to-end mortgage lending processes, policies and life cycles including full awareness of regulatory and legislative requirements for mortgage lending. • A proven track record of change and project management and have led a team or have some people management experience and shown leadership skills.
For full details and to apply:	<p>https://ie.indeed.com/cmp/Bank-of-Ireland?from=mobviewjob&tk=1gus4dbo7kjj3800&fromjk=85cbf1f68523ae4e&attributionid=mobvjcmp</p>

WATER LEAKAGE TECHNICIAN (SENIOR & JUNIOR)

Employer:	Fittra Construction, County Kerry
Requirements include:	<ul style="list-style-type: none"> • Must have Leak Detection experience both domestic & the water distribution network. • Safe Pass, Manual Handling, Sign Lighting & Guarding are desirable but not essential. • Full clean driving licence. • Good IT skills. • Full training will be provided of the latest electronic leak detection equipment.
	<p>Job Types: Full-time, Permanent Salary: €23,929.21-€42,173.49 per year</p>
For full details and to apply:	<p>https://ie.indeed.com/cmp/Fittra-Construction?from=mobviewjob&tk=1gus50edjk99g800&fromjk=bf12190f398986ef&attributionid=mobvjcmp</p>

ASSISTANT NIGHT MANAGER

Employer:	Killarney Plaza Hotel & Spa, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Responsible for the overall safety of the building at night including fire walks, security check, and any other relevant health & safety duties. • Assist the Night Manager with nightly operations. • Manage the efficient check-in/out of guests. • Report all accidents and incidents to the management team. • Oversee any set up of meeting rooms/function rooms for the next business day. • Manage the security of cash, stock and equipment and carry out all agreed departmental/hotel procedures. • Ensure the cleaning duties are carried out each night. • Ensure GDPR is fully complied with at all times.
Requirements include:	<ul style="list-style-type: none"> • 2 -3 years of experience in a similar night or reception role is an advantage. • Excellent knowledge of the hospitality industry. • Good computer skills and knowledge of Hotsoft is an advantage. • Ability to supervise and manage the team. • The ability to work on your own initiative, as well as being capable of working as part of a team.
For full details and to apply:	https://ie.indeed.com/cmp/Killarney-Plaza-Hotel-&-Spa?from=mobviewjob&tk=1gusg6jdtjtt800&fromjk=f4cfb65426ee6490&attributionid=mobvjcmp

ACCOUNTS ADMINISTRATOR

Employer:	Independent Irish Health Foods Ltd., Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Posting incoming supplier invoices • Processing creditor invoices and payments • Opening new supplier accounts • Checking the products, pricing and quantities on the invoices • Ensuring PO's and cost receipts match to incoming invoices • Liaising with suppliers regarding checking invoice queries & requesting credit notes • Filing correspondence, invoice filing, matching dockets to incoming invoices • Assisting with Credit Control month end billing processes • Processing and allocation of all customer payments • Daily credit card reconciliations and bank lodgement preparation • Preparation of cheque and cash lodgements • Credit Control and administration tasks as required
	Salary starting at 28K, going to 30K after 3 months Job Types: Full-time, Permanent
For full details and to apply:	https://ie.indeed.com/cmp/Independent-Irish-Health-Foods-Ltd-1?from=mobviewjob&tk=1guuf3hj82h5c000&fromjk=b8682b7c5a6ae7e3&attributionid=mobvjcmp

PREVENTATIVE MAINTENANCE FITTER

Employer:	Liebherr Container Cranes Ltd., Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> The Preventive Maintenance Fitter will be responsible for carrying out maintenance on machines, optimising functionality and ensuring machines are in safe working order. The successful candidate will work efficiently, as per maintenance schedule, completing records for each machine. <p>This role is a Tuesday to Saturday shift pattern, involving shift work.</p>
Requirements include:	<ul style="list-style-type: none"> Qualified fitter or other relevant related qualification Minimum of 3 years' previous experience in a maintenance department The ability to work at heights and in confined spaces is essential Basic PC skills Experience in the use and/or maintenance /repair of overhead cranes and lifting equipment would be an advantage Experience with heavy steel construction environment would be advantageous
For full details and to apply:	https://ie.indeed.com/jobs?q=&l=County+Kerry&fromage=1&vjk=760864ae6c6cd879&advn=5608746258178533

OUTDOOR ACTIVITY INSTRUCTOR

Employer:	Valentia Island Seasports, County Kerry
Details include:	<ul style="list-style-type: none"> Valentia Island Seasports offer a wide range of activities on the water, including Sailing, Windsurfing, Kayaking and SUP'S. We run summer camps, Monday to Friday each week for the months of July and August. We are looking to add 3 instructors for the coming season. Job Type: Full-time Salary: €12.00-€13.00 per hour
Requirements include:	<ul style="list-style-type: none"> Must have a Watersports or Adventure Sports Qualification such as: Kayaking Instructorship, Canoeing Instructorship, Stand Up Paddle Boarding Instructorship Be able to work under your own initiative, but also as part of a team. Have the ability to connect with people to ensure high level of customer satisfaction Excellent interpersonal and communication skills Must be healthy, fit and have a good work ethic.
For full details and to apply:	https://ie.indeed.com/cmp/Valentia-Island-Seasports?from=mobviewjob&tk=1guud3hv8g814800&fromjk=ec19623419c735d8&attributionid=mobvjcmp

OPERATIONS MANAGER

Employer:	PRC Recruitment, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Lead, manage and develop high performing logistics, replenishment and order pick teams to ensure they are engaged, and delivery focussed through effective problem solving and teamwork. • Maintain optimal supply chain, and oversee all supply chain activities and processes to ensure on-time delivery of customer and internal orders • Liaise with marketing & retail departments to link with sales forecasts and promotional activity <p>Job Types: Full-time, Permanent Salary: €60,000.00-€70,000.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> • 3rd level qualification in Business Studies, Purchasing/Supply Chain, Operations Management or Economics • 5+ years' experience in a similar role • Proven track record in delivering change, process improvement, and root cause analysis. • Experience in warehousing and distribution management • Experience with ERP systems, warehouse management systems etc • Strong process or system background and proven capability to understand, use and drive improvements in new processes/systems. • IT literate and strong skills in Excel, Word, and PowerPoint.
For full details and to apply:	https://ie.indeed.com/cmp/Prc-Recruitment-4?from=mobviewjob&tk=1guubvfakk98s800&fromjk=1bcfb78121384894&attributionid=mobvjcmp

LAUNDRY ASSISTANT

Employer:	The Lake Hotel Ltd., Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Collect guest and staff laundry from the service users room and/or linen skips located around the hotel. • Launder all items as label describes and as per company SOP's • Report lost or damaged items to the senior staff member. • Operate powered equipment as appropriate, reporting any problems to your manager and maintenance person. • Be aware of and abide by all company policies and procedures. • Attend regular staff meetings. • Undertake in-service training identified as appropriate. • Complete any other duties as directed by management. <p>Job Types: Part-time, Permanent Part-time hours: 16-24 per week Salary: €10.50-€11.50 per hour</p>
For full details and to apply:	https://ie.indeed.com/cmp/The-Lake-Hotel-Ltd?from=mobviewjob&tk=1gupef129jttr800&fromjk=2c0dbb27ee942716&attributionid=mobvjcmp

KEY ACCOUNT MANAGER

Employer:	Southern Scientific Services Ltd., County Kerry
Duties include:	<ul style="list-style-type: none"> • Developing and sustaining solid relationships with key clients . • Addressing and resolving key clients' complaints. • Acting as the main point of contact between key clients and internal teams. • Communicating and collaborating with the advertising, marketing and logistics departments. • Preparing of tenders and quotes in conjunction with logistics and technical teams • Compiling reports on account progress, goals and forecasts for account teams and stakeholders. • Developing a thorough understanding of key clients' needs and requirements and preparing customized solutions.
	<p>Job Type: Full-time Salary: €40,000.00-€50,000.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> • Proven experience in key account management. • Proficient in all Microsoft Office applications as well as CRM software. • The ability to build rapport with key clients and to handle multiple client accounts. • Strong negotiation and leadership skills. • Exceptional customer service skills.
For full details and to apply:	<p>https://ie.indeed.com/cmp/Southern-Scientific-Services-Ltd.?from=mobviewjob&tk=1guucjds12fe3000&fromjk=3abc4a7ee931bbb5&attributionid=mobvjcmp</p>

RECEPTIONIST AND BREAKFAST HELPER/SERVER

Employer:	Kathleen's Country House, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Check-in customers • Answer phone calls and emails • Take bookings
	<p>Job Types: Full-time, Part-time Part-time hours: 30 per week Salary: Up to €11.30 per hour</p>
Requirements include:	<ul style="list-style-type: none"> • Hard working and quick learner. • Organised and diligent with out-going personality. • Approachable, friendly and willing to learn.
For full details and to apply:	<p>https://ie.indeed.com/cmp/Golden-Chopsticks-5?from=mobviewjob&tk=1gupo7hh8jrhl800&fromjk=e0467b23c2b23709&attributionid=mobvjcmp</p>

ENGINEERING MANAGER

Employer: Dewey Waters Ltd., Killarney, County Kerry

Details include:

- Reporting directly to the Head of the Environmental Division, you will be responsible for overseeing a team of Engineers in the completion of engineering projects across our Environmental, Water and Construction divisions.
- You will lead various projects across different teams to ensure projects are completed according to schedule and budget.
- The successful candidate will work in our Head Office in Killarney.
- The position will involve occasional travel to our other sites in the UK and Europe.
- Job Type: Full-time, Permanent

Requirements include:

- Minimum of degree level qualification in an Engineering discipline.
- Project management qualifications will also be advantageous.
- Ideally 5-10 years relevant industry and people management experience.
- Ability to lead the personal and technical direction of the engineering team.
- Competent in management and scheduling assigned projects and ability to plan multiple projects and tasks consecutively.
- Experience in incorporating business, market industry and competitive knowledge into technical solutions.

For full details and to apply:

<https://ie.indeed.com/cmp/Tricel-1?from=mobviewjob&tk=1guudkiuj2cia000&fromjk=9659b30ae58b3b63&attributionid=mobvjcmp>

CAFÉ STAFF

Employer: Bean & Batch Café, Killarney, County Kerry

Duties include:

- Preparing and serving food, making coffee and tea & collecting money.
- Ensuring the café is fully stocked and can meet the menu at all times, notifying the manager of any shortage.
- Follow the normal operating plan, ensuring correct opening and closing times and setting up and clearing down as required.
- Assist with preparing food for bookings, ensuring these are ready on time.
- Completion of daily financial paperwork and cash handling and that all expenditure is covered by an invoice or receipt.
- Respond promptly and professionally to any customer feedback, comments or complaints.

Job Types: Full-time, Part-time
Part-time hours: 16-40 per week
Salary: €11.30-€15.00 per hour

For full details and to apply:

<https://ie.indeed.com/cmp/Bean-and-Batch?from=mobviewjob&tk=1guuinj98i819801&fromjk=8d22c2f6ccc6f6bb&attributionid=mobvjcmp>

DEPOT MANAGER

Employer:	Daly Tyres, Kenmare, County Kerry
Details include:	<ul style="list-style-type: none"> • Tyrestop are looking for a Depot Manager with tyre fitting experience. • Job Type: Full-time • Salary: €28,996.28-€59,766.06 per year
For full details and to apply:	https://ie.indeed.com/cmp/Daly-Tyres-Ltd-1?from=mobviewjob&tk=1gv14hacokcq0800&fromjk=71cfb300ef6e1947&attributionid=mobvjcmp

GENERAL OPERATIVE/DRIVER

Employer:	Ambipar Response, Ireland
Details include:	<ul style="list-style-type: none"> • We operate a large, diverse and specialised modern fleet of high spec equipment – Jetting Units, Camera Units, Suction Units, Combi / Jetvac Units, Rigid/Articulated Units, Curtainsiders, etc. • Job Type: Full-time. • Salary: €640.00-€900.00 per week.
Requirements include:	<ul style="list-style-type: none"> • Full, clean car/van license (Category B) • Fluent in English <p>The following qualifications not essential as full training will be provided:</p> <ul style="list-style-type: none"> • Full, clean Truck license (Rigid and/or Artic) (Category C) • FÁS / Solas Safe Pass Card, Confined Space Entry • Manual Handling, Chemical Handling, ADR / HazChem
For full details and to apply:	https://ie.indeed.com/cmp/Lehane-Environmental-1?from=mobviewjob&tk=1gv0ubj42kcaf800&fromjk=2f47ab1323deebb5&attributionid=mobvjcmp

NIGHT PORTER

Employer:	Killarney Plaza Hotel & Spa, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Ensure a safe and secure environment for customers, staff and visitors. • Carry out security checks of the entire hotel building on a regular basis. • Take and prepare orders of light refreshments to guests' rooms as required. • Carry out required cleaning duties through the night, including public areas, toilets, meeting rooms, food and beverage outlets, and any other areas required. • Schedule and manage customer wake-up calls. • Deal with the front desk and guest inquiries. • Assist in the restaurant/bar/lounge when and if required.
Requirements include:	<ul style="list-style-type: none"> • Experience in a similar position in a hotel environment would be beneficial. • Fluent English language is essential.
For full details and to apply:	https://ie.indeed.com/cmp/Killarney-Plaza-Hotel-&-Spa?from=SERP&fromjk=71b39391b62d2a0f&jcid=07269b660da22ede&attributionid=serp-linkcompanyname

BUYER

Employer:	Tricel, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> Managing and evaluating supplier accounts within the Tricel supply chain. The position reports directly to Head of Purchasing.
Requirements include:	<ul style="list-style-type: none"> Experience within a buyer role for a minimum of 3 years. Project Management Skills. Good knowledge of the specific raw materials – volumes, destination, purpose. Knowledge of the principles of modern supply chains (Post graduation diploma or cert). Excellent Communication and interpersonal skills. Good knowledge of excel. Ability to work in pressurised environment and to react fast to changing circumstances. ERP experience. Good understanding of Lean Manufacturing principles. Previous experience of working to meet quality standards and legal compliance requirements.
	Job Type: Full-time, Permanent Role
For full details and to apply:	https://ie.indeed.com/cmp/Tricel?from=mobviewjob&tk=1gu9rogvg2qt6000&fromjk=2b30c3c7b4653dc4&attributionid=mobvjcmp

FLOOR SUPERVISOR

Employer:	The Moorings, Portmagee, County Kerry
Duties include:	<ul style="list-style-type: none"> Oversee all front and back of the bar & restaurant floor operations. Shift Supervision. Ensure customer satisfaction through promoting excellent service. Maintain quality control for all food served. Analyze staff evaluations and feedback to improve the customer's experience. Oversee health and safety regulation standards. Assist in generating weekly, monthly and annual reports Train new employees and provide ongoing training for all staff. Attend quarterly P&L meetings.
Requirements include:	<ul style="list-style-type: none"> Significant work experience in management and hospitality industry. Strong working knowledge of food and beverage service. Strong leadership skills. Decisive and critical thinker. Can-do positive attitude essential. Front of house experience is a must. Experience with electronic floor plan systems.
For full details and to apply:	https://ie.indeed.com/cmp/The-Moorings?from=mobviewjob&tk=1guusldb1g82t800&fromjk=78c4fd34290b0dfe&attributionid=mobvjcmp

LABORATORY ASSISTANT

Employer:	Southern Scientific Services Ltd., Farranfore, County Kerry
Duties include:	<ul style="list-style-type: none"> • Receipt and processing of samples in the lab • Preparation of sample testing kits • Cleaning of equipment and work areas • Responsible for sample storage/retention • Comply with the correct procedures, policies, and health and safety regulations. <p>Job Type: Full-time</p>
Requirements include:	<ul style="list-style-type: none"> • Leaving Certificate (preferred) • Industry experience is not required but relevant work experience would be desirable. • Superb dexterity and hand-eye coordination. • Work independently with strong organisational skills and a keen eye for detail
For full details and to apply:	https://ie.indeed.com/cmp/Southern-Scientific-Services-Ltd.?from=mobviewjob&tk=1gv0t66noyv5s801&fromjk=6725c2a1b007371d&attributionid=mobvjcmp

MERCHANDISER

Employer:	UK Greetings, Killarney, County Kerry
Duties include:	<p>An opportunity has arisen for a Permanent Part-time Carlton Greeting Card Merchandiser, calling upon local retail outlets in and around your local area.</p> <ul style="list-style-type: none"> • Visiting local retailers, high street chains or supermarkets • Tidying & filling greeting card & gift dressing displays • Locating & unpacking deliveries for replenishment of displays • Installation of new displays <p>Location: Killarney (V93 XPV0) Hours: 14 hours per week, Monday - Friday Salary: €12.50 an hour</p>
Requirements include:	<ul style="list-style-type: none"> • Reliable & conscientious work ethic • Flexibility around working times & notably during peak seasonal periods when overtime is likely to be required • The initiative & ability to work on your own • A strong team ethic • A confident & friendly personality • Full driving licence is essential • Training provided
For full details and to apply:	https://ie.indeed.com/cmp/Uk-Greetings?from=mobviewjob&tk=1gv0uqtk5jv63800&fromjk=c37cb0660da4092e&attributionid=mobvjcmp

FRONT OFFICE HOTEL MANAGER

Employer:	Richard Lynch Consulting, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Work closely with the Rooms Division Manager • Provide quality service to guests at all times • Carry out duties in accordance with statutory, health and safety requirements • Assist with Front Desk activities / guest queries and check in / out of guests • Deal with all payments, ensuring they are balanced and accurate • Assist with the induction, training and supervision of team members • Track and monitor weekly customer feedback • Control all costs, including payroll associated with the Department • Work with Revenue / Reservations team in handling case load and maximising Front Office Sales
Requirements include:	<p>Job Types: Full-time, Permanent Salary: €35,000.00-€36,000.00 per year</p> <ul style="list-style-type: none"> • 3+ years previous management experience in Front Office Operations • Excellent interpersonal and people management skills • 3rd level qualification in Hospitality/Hospitality Management or a relevant discipline • Experienced with MS Office packages such as Outlook, Word, Excel • Have excellent spoken and written English
For full details and to apply:	<p>https://ie.indeed.com/cmp/Richard-Lynch-Consulting?from=mobviewjob&tk=1guv3g9vljtv8801&fromjk=8aa0f7b5b9964c9a&attributionid=mobvjcmp</p>

ACCOUNTS ASSISTANT

Employer:	Orchid Accountants ULC, Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Accounts preparation • VAT returns & compliance • Payroll and PAYE returns • Book-keeping • Income tax return preparation
Requirements include:	<p>Job Type: Full-time Salary: €24,260.00-€35,000.00 per year</p> <ul style="list-style-type: none"> • Finance or business: 1 year preferred
For full details and to apply:	<p>https://ie.indeed.com/cmp/Orchid-Accountants-Ulc?from=mobviewjob&tk=1grfvfcehic99800&fromjk=896e652c5ab6b0fe&attributionid=mobvjcmp</p>



Rialtas na hÉireann
Government of Ireland



SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Wishes to recruit a

Community Car Initiative – Driver/s

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

South Kerry Development Partnership CLG now has a vacancy for a driver under the Community Car Initiative. The post will operate on the basis of either one full time position or two part time positions.

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 driver/s will be supported by a Booking/Administrative Officer who will speak Ukrainian and Russian and have a good standard of English and you will work together on a booking system, developing a schedule of appointments (collections & return journeys), recording details of completed journeys etc.

Duties will include transporting passengers for eligible journeys door to door, assisting all passengers safely onto and off the vehicle/s at all times, driving with careful consideration for the safety and comfort of all passengers, ensuring that passengers conform to the seatbelt regulations. To observe the 'Rules of the Road' and any statutory requirements relating to driving vehicles owned or leased by the Local Development Company. To assist passengers with their luggage onto the vehicle and off load luggage at their destination. To maintain the cleanliness of the vehicle on a daily basis both internally and externally.

The successful candidate will have a good standard of education, possess a trustworthy, polite, professional, friendly & patient manner, possess a flexible approach to working hours & very good communication skills, Knowledge of the South Kerry geographical area, an ability to engage with vulnerable people and basic computer skills are desirable, but not essential. Fluency in Ukrainian & Russian with a very good standard of English and a full clean driver's license are essential for this post

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 €32,182 for 37.5 hours per week (or pro rata for part time hours). The successful candidate will be employed under a 12-month fixed term contact 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.



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.



Rialtas
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of Ireland

Tionscadal Éireann
Project Ireland
2040



**South Kerry Development Partnership CLG
Has a Vacancy for a**

Part Time HR Manager

The HR Manager will take responsibility for the management of the HR function within SKDP.

The appointed candidate will be responsible for the efficient and effective management of the HR function within SKDP. Responsibilities will include:

- Providing advice, guidance and support to the CEO & management team members in responding to HR disputes, Liaising with external HR advisors on same where necessary, conducting workplace investigations where appropriate, attending and representing SKDP (with external HR support where required) at external bodies such as WRC.
- Management of the Time Management System including monitoring the operation of the system, liaising with the system providers where required, provision of system training to staff and dealing with staff system queries.
- Supporting the CEO & Management Team with the recruitment, selection & on-boarding processes for the company and the organisation of same.
- Updating existing and developing new HR policies for SKDP and working with the CEO & Finance, Administration & HR sub-committee on same.
- Responsibility of ensuring the SKDP employee handbook is compiled & maintained with up-to-date legislation and codes of practice and protection leaves.
- Providing advice to the CEO and line managers on HR matters and liaising with the Company's external HR advisors around same.
- Responding to staff HR queries & updating SKDP employment contracts.
- Providing information/training on SKDP HR policies and procedures to the SKDP management team and staff and when required organising the provision of HR training by external providers for SKDP Board, Management team members and staff.

Applicants should hold a recognised HR qualification or a qualification in a similar discipline and possess at least two years' experience of working in a similar role in a busy fast paced office environment. The position may suit a HR generalist looking to progress to a HR Management role.

The Post will be based in the South Kerry Development Partnership Office at Library Place Killorglin or West Main Street Cahersiveen with the possibility of hybrid working arrangements. The post is part time, 22.5 hours per week and will be offered on a fixed term contract basis concluding 31st Dec 2026 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale for a 22.5-hour week is €24,919 to €30,297 (FT Equivalent €41,532 - €50,495) per annum dependent on qualifications and experience.

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 Wednesday 26th April 2023

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Rural & Community Development in supporting this post.

OPERATIONS ADMINISTRATOR

Employer:	Leane's Kitchen & Manufacturing Ltd., Killarney, County Kerry
Duties include:	<ul style="list-style-type: none"> • Collate a weekly production cycle, generate and transfer machine files to operators. • Develop and maintain Magi-Cut software. • Continuing the company's demands for high quality control and rectifying any defects before products are dispatched. • Ensure sufficient raw material on site for weekly productions run. • Order non stock items for bespoke orders and ensure timely delivery dates. • Allocate of materials for orders. • Develop and maintain job costing software on factory floor. • Maintain in-house Job quote data base • Use of AutoCAD and ARTICAD systems for finer details on bespoke kitchens • Assist design office in transferring architects drawing to production drawings.
	<p>Job Type: Full-time Salary: From €29,000.00 per year</p>
Requirements include:	<ul style="list-style-type: none"> • Strong background in Kitchen Manufacturing or a similar industry. • A proven Administrator with extensive knowledge and experience in MS Excel spreadsheets and MS Access databases. • Experience with AutoCAD and manufacturing software. • Full clean driving licence. • Excellent problem solving abilities and be able to multitask.
For full details and to apply:	<p>https://ie.indeed.com/cmp/Leane's-Kitchen-&-Manufacturing-Ltd?from=mobviewjob&tk=1gurv61hbkjhg800&fromjk=44198acbffb244a8&attributionid=mobvjcmp</p>

FULL-TIME GROUND WORKER

Employer:	Fossa Ventures, Killarney, County Kerry
Requirements include:	<ul style="list-style-type: none"> • Ground Worker required for Housing Development in Bishopstown, Co Cork. • Experience essential
For full details and to apply:	<p>https://ie.indeed.com/cmp/Fossa-Ventures?from=mobviewjob&tk=1gr30sgfu2m1b000&fromjk=cf911139857eb04f&attributionid=mobvjcmp</p>

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
General Operative	Killarney Racecourse	2	18/05/2023	CES-2275726
<i>Contact Siobhán on 087 3849451</i>				

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
Grounds Person	Kilgarvan	3	29/05/2023	CES 2207754
Office Administration	Kilgarvan	2	29/05/2023	CES 2265212
Cleaner	Kilgarvan	1	29/05/2023	CES 2241661
Contact Margaret on 087 3583279				

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
Social Media Assistant	Fitzgerald Stadium, Killarney	1	31/05/2023	CES 2269383
Contact Heidi on 064 6631700				

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
Dayroom Assistant	Portmagee	1	06/06/2023	CES 2270716
Cook / Kitchen Operative	Portmagee	1	06/06/2023	CES 2257435
Landscape Gardener	Portmagee	1	06/06/2023	CES 2257432
Day Room Co - Ordinator	Portmagee	1	06/06/2023	CES 2257428
Maintenance Operative	Portmagee	1	06/06/2023	CES 2268331
Gym Instructor	Portmagee	1	06/06/2023	CES 2257433
Contact Louise on 066 9477200				



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- Marketing Your Business
- Filing Your Tax Return
- One to one finance mentoring

For Further Information and to register your interest Contact Clare O'Shea on coshea@skdp.net or Joanne Griffin on jgriffin@skdp.net



Rialtas na hÉireann
Government of Ireland



Cómhainithe ag an Aontas Eorpach

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