

**KERRY LOCAL AREA EMPLOYMENT SERVICE**  
**SOUTH KERRY EDITION**



**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**

## ACCOMMODATION ASSISTANT

<b>Employer:</b>	Killarney Riverside Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Greet all guests in a warm and friendly manner</li> <li>• Clean guest bedrooms, bathrooms, corridors and public areas to the highest standards</li> <li>• Ensure a high level of security at all times</li> <li>• Report all lost property and maintenance requests to the Manager</li> <li>• Follow proper safety, hygiene and sanitation practices</li> </ul> <p>Job Type: Part-time, 30 per week</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• The ability to communicate fluently in English.</li> <li>• Excellent customer care and interpersonal skills are also essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Riverside-Hotel?from=mobviewjob&amp;tk=1h504631akcps800&amp;fromjk=c547b0cf6d3a7eff&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Riverside-Hotel?from=mobviewjob&amp;tk=1h504631akcps800&amp;fromjk=c547b0cf6d3a7eff&amp;attributionid=mobvjcmp</a>

## LEISURE CENTRE AND BEAUTY ROOMS MANAGER

<b>Employer:</b>	The Great Southern Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Ensure plant room checks and procedures are carried out, maintain and update equipment, product, service and standards as required.</li> <li>• Maintain and implement the reporting procedures and control system.</li> <li>• Responsible for interviewing, training and induction of staff</li> <li>• Managing weekly gym rosters and timetables and maintaining equipment</li> <li>• Organise all aspects of the Beauty Rooms, organising the roster, appointments and stock</li> <li>• Ensure that the Health and Safety Policy and Procedures are implemented and monitored in relation to cleanliness and hygiene.</li> <li>• Liaise with the Operations Manager in the preparation and development of marketing plans for the year and co-ordination of all promotional plans and projects for the facility.</li> </ul> <p>Job type: Full-time, Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• A hospitality professional with 2-3 years' previous experience</li> <li>• 3rd Level Qualification in Leisure Management an advantage</li> <li>• RLSS / Irish Water Safety qualification</li> <li>• A nationally recognised Fitness Instructors qualification or equivalent.</li> <li>• Plant maintenance experience is essential.</li> <li>• Proficient IT skills including Table path experience an advantage</li> <li>• Valid First Aid Qualification</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Great-Southern-Hotel-2?from=mobviewjob&amp;tk=1h504go11kcr5800&amp;fromjk=c3f7ee6a14985daf&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Great-Southern-Hotel-2?from=mobviewjob&amp;tk=1h504go11kcr5800&amp;fromjk=c3f7ee6a14985daf&amp;attributionid=mobvjcmp</a>

## RETAIL STORE MANAGER

<b>Employer:</b>	Hays Recruitment, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Guarantee customer satisfaction by always aiming to exceed customer expectations and safeguarding customer service standards in your store</li> <li>• Monitor and control staff costs, store productivity, inventory differences, write-offs and operational costs</li> <li>• Monitor and ensure proper rotation of stock, freshness control and C-Date checks</li> <li>• Adhere to all company procedures and commercial standards, i.e. reaching agreed store standards, presentation of merchandise, and the merchandising plan.</li> </ul> <p>Job Types: Full-time, Permanent Salary: €50,000.00-€65,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• 2 years minimum experience as a Manager in a similar environment</li> <li>• Full clean drivers license.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Hays-Trades-and-Labour-2?from=mobviewjob&amp;tk=1h50563jojv7a800&amp;fromjk=f0f764578c22e435&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Hays-Trades-and-Labour-2?from=mobviewjob&amp;tk=1h50563jojv7a800&amp;fromjk=f0f764578c22e435&amp;attributionid=mobvjcmp</a>

## TRAFFIC MANAGEMENT OPERATIVE

<b>Employer:</b>	DWL Facilities Ltd., County Kerry
<b>Duties include:</b>	<p>Traffic Management Operatives required to work from the Tralee / Killarney / Co. Kerry Area. Travel &amp; Overnight Stays may be required during the week. Good Pay &amp; Conditions along with all Statutory Entitlements to all suitable Candidates. Commencing Mon 4th. September, 2023. All Equipment &amp; Company Uniforms etc supplied.</p> <ul style="list-style-type: none"> <li>• Stop/Go.</li> <li>• Road Closures and Diversions.</li> <li>• Lane Closures.</li> <li>• Setting up and management of traffic light systems.</li> <li>• Flagman duties at road closure points.</li> <li>• Pedestrian management.</li> </ul> <p>Job Type: Full-time Salary: €11.91-€20.29 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Valid Safe pass.</li> <li>• Valid Manual Handling Certificate/Training provided.</li> <li>• Valid SLG 3-day ticket. (Preferred but not essential).</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Dwl-Facilities-Ltd?from=mobviewjob&amp;tk=1h554dsd12eh1000&amp;fromjk=23c8786f233b161f&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Dwl-Facilities-Ltd?from=mobviewjob&amp;tk=1h554dsd12eh1000&amp;fromjk=23c8786f233b161f&amp;attributionid=mobvjcmp</a>

## CATERING ASSISTANTS

<b>Employer:</b>	School Food Co., CBS Primary School, Tralee, Co. Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• This position commences in August and operates around the primary school calendar.</li> <li>• The roles involve the preparation of snack packs/platters and hot lunches ordered online by parents and the delivery to classrooms.</li> <li>• Hours: 35 hours per week (approx.) Monday - Friday.</li> <li>• Shift times: 7.00am - 2.30pm. (approx.)</li> <li>• Job Type: Fixed term</li> <li>• Contract length: 9 months</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Drivers license required for delivery service to nearby schools.</li> <li>• Strong time management and organisational skills are a must as operating to strict break times.</li> <li>• Previous catering experience and knowledge of HACCP an advantage but not essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/School-Food-Co?from=mobviewjob&amp;tk=1h50729e7kcq7801&amp;fromjk=04dc24b802c66f26&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/School-Food-Co?from=mobviewjob&amp;tk=1h50729e7kcq7801&amp;fromjk=04dc24b802c66f26&amp;attributionid=mobvjcmp</a>

## EARLY CHILDHOOD EDUCATOR

<b>Employer:</b>	Childsplay Childcare Centre, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We are looking for a Pre- school teacher, After-school teacher and Part-time staff, 3 days a week to start on the 8th of August</li> <li>• Job Types: Full-time, Part-time</li> <li>• Part-time hours: 25/30 per week</li> <li>• Salary: From €13.00 per hour</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• FETAC/QQI Level 5/6 with Graduate Level 7/8 experience.</li> <li>• Successful candidates will need to provide 2 references and complete a Garda vetting form</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Childsplay-Childcare-Centre?from=mobviewjob&amp;tk=1h5070cipkqcr805&amp;fromjk=eceab1c951794e7d&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Childsplay-Childcare-Centre?from=mobviewjob&amp;tk=1h5070cipkqcr805&amp;fromjk=eceab1c951794e7d&amp;attributionid=mobvjcmp</a>

## WAITER/WAITRESS

<b>Employer:</b>	Golden Chopsticks, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We need people who are hardworking, self Independent and good with team work</li> <li>• Job Types: Full-time, Part-time - Part-time hours: 30 per week</li> <li>• Salary: From €11.30 per hour</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Golden-Chopsticks-5?from=mobviewjob&amp;tk=1h54tbu6ijklj800&amp;fromjk=d7de74785fd021ca&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Golden-Chopsticks-5?from=mobviewjob&amp;tk=1h54tbu6ijklj800&amp;fromjk=d7de74785fd021ca&amp;attributionid=mobvjcmp</a>

## SOCIAL MEDIA EXECUTIVE

<b>Employer:</b>	Killarney Park Hotel, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>We are seeking a Social Media Executive to join our Sales &amp; Marketing team, reporting to the Group Marketing Manager. The Social Media Executive will maintain the Group's social media platforms and develop engaging and effective social media strategies.</li> <li>Job Types: Full-time, Permanent</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>1+ years relevant professional experience in social media position.</li> <li>Experience in capturing high-quality content and uploading in a timely manner for business accounts in the past is essential.</li> <li>Driven, creative and analytical with a passion for social media and an understanding of its business impact.</li> <li>Artistic sensibility for a luxury product.</li> <li>Knowledge of core Adobe Creative Suite.</li> <li>Experience working within cross-functional marketing and creative teams.</li> <li>Understanding of creative development process and media planning.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Plaza-Hotel-&amp;-Spa?from=mobviewjob&amp;tk=1h54j62tkkjgl800&amp;fromjk=803f48bdd163a305&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Plaza-Hotel-&amp;-Spa?from=mobviewjob&amp;tk=1h54j62tkkjgl800&amp;fromjk=803f48bdd163a305&amp;attributionid=mobvjcmp</a>

## PRODUCT MERCHANDISER

<b>Employer:</b>	TIMco Ireland., Ireland
<b>Details include:</b>	<ul style="list-style-type: none"> <li>We are looking for a merchandiser to support sales by providing point-of-purchase and shelf management services to our customers within the builders merchant sector.</li> <li>This position covers the island of Ireland and overnight stays will be required on occasions.</li> <li>Heavy lifting is involved and the construction of retail display stands.</li> <li>Job Types: Full-time, Permanent</li> <li>Salary: €28,000.00 per year</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Proven working experience in merchandising would be an advantage.</li> <li>An eye for detail and good creative skills.</li> <li>Up-to-date with the latest merchandising trends and best practices an advantage.</li> <li>Excellent verbal and written communications skills</li> <li>Strong listening, presentation and decision making skills</li> <li>Commercial acumen and the ability to "decode" customers</li> <li>An interest in retail and retail sales.</li> <li>Full driving licence required.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Timco-Ireland-2?from=mobviewjob&amp;tk=1h54oncnikjgh801&amp;fromjk=dbc3f02310777d31&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Timco-Ireland-2?from=mobviewjob&amp;tk=1h54oncnikjgh801&amp;fromjk=dbc3f02310777d31&amp;attributionid=mobvjcmp</a>

**STORE ASSISTANT**

<b>Employer:</b>	Aldi, Cahersiveen, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Checking deliveries</li> <li>• Dealing with customer queries</li> <li>• Ensuring the shelves are always fully stocked</li> </ul> <p>Job Type: Permanent, 25 hours per week Salary: €13.85 an hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Provide excellent customer service at all times by attending to customer needs in a prompt and friendly way</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Aldi?from=mobviewjob&amp;tk=1h54qu26akcrt800&amp;fromjk=1d0b864af7769ef1&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Aldi?from=mobviewjob&amp;tk=1h54qu26akcrt800&amp;fromjk=1d0b864af7769ef1&amp;attributionid=mobvjcmp</a>

**ASSISTANT (FOR NEW STORE OPENING)**

<b>Employer:</b>	JD Sports Ireland/Travel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• In this role, you will assist the Store Manager in the day to day running of the store. Taking ownership of a number of duties while making sure that the stores KPIs are achieved.</li> <li>• Furthermore, in the Manager's absence, you will be the first point of contact, therefore you will motivate the workforce to drive sales and offer exceptional customer service while exceeding targets and maintaining the standards of the business.</li> </ul> <p>Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Retail Management experience.</li> <li>• Excellent Time Management skills.</li> <li>• Strong verbal and written communication skills.</li> <li>• IT skills - Microsoft Outlook, Word and Excel.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/jobs?q=&amp;l=County+Kerry&amp;fromage=1&amp;vjk=2e25964eb56d300c">https://ie.indeed.com/jobs?q=&amp;l=County+Kerry&amp;fromage=1&amp;vjk=2e25964eb56d300c</a>

**RETAIL ASSISTANT**

<b>Employer:</b>	Screwfix, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Welcome customers into your store, understand what they need and guide them to the right products</li> <li>• Assist with deliveries, maintaining product stock, collecting customer orders and keeping standards high</li> </ul> <p>Job Type: Part-time, Permanent Salary: €13.22 an hour</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Screwfix?from=mobviewjob&amp;tk=1h54uou0r2eh1000&amp;fromjk=1001c204813abcec&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Screwfix?from=mobviewjob&amp;tk=1h54uou0r2eh1000&amp;fromjk=1001c204813abcec&amp;attributionid=mobvjcmp</a>



**RETAIL ASSISTANT**

<b>Employer:</b>	Charles Hughes Ltd., Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We design, manufacture and distribute market leading outdoor clothing and workwear, safety wear and PPE.</li> <li>• The role will involve the following: Provision of excellent customer service</li> <li>• Product merchandising and store presentation</li> <li>• Order processing</li> <li>• Working as part of a team to help achieve store performance target</li> <li>• Job Type: Part-time</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 years retail experience</li> <li>• Keen interest in outdoor activities and product knowledge desirable</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Charles-Hughes-Ltd?from=mobviewjob&amp;tk=1h54sdr37jttv800&amp;fromjk=d8121f052b51108e&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Charles-Hughes-Ltd?from=mobviewjob&amp;tk=1h54sdr37jttv800&amp;fromjk=d8121f052b51108e&amp;attributionid=mobvjcmp</a>

**CATERING ASSISTANTS**

<b>Employer:</b>	Dalys Supermacs & Papa Johns, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• The successful candidates will have a good outgoing personality, who enjoys dealing with the public.</li> <li>• Candidates must also have fluent English and be able to work on a full-time basis</li> <li>• Part time/ evening work also available</li> <li>• 8 hour shift</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Autos-Ltd-1?from=mobviewjob&amp;tk=1h54su0t6k98t800&amp;fromjk=0be1c76051423313&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Autos-Ltd-1?from=mobviewjob&amp;tk=1h54su0t6k98t800&amp;fromjk=0be1c76051423313&amp;attributionid=mobvjcmp</a>

**CALL CENTRE RECEPTIONIST**

<b>Employer:</b>	South West Doctors On Call Limited, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• A Call Centre Receptionist is needed for Evenings, Weekends and overnights in our Killarney HQ.</li> <li>• Job Type: Part-time, 12 hours per week</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Good telephone etiquette</li> <li>• Professional manner</li> <li>• Good typing skills</li> <li>• Calm under pressure</li> <li>• Work well individually and in a team environment</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/South-West-Doctors-On-Call-Limited?from=mobviewjob&amp;tk=1h5773om1jri6800&amp;fromjk=cb848e1d13d0f83a&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/South-West-Doctors-On-Call-Limited?from=mobviewjob&amp;tk=1h5773om1jri6800&amp;fromjk=cb848e1d13d0f83a&amp;attributionid=mobvjcmp</a>

**HEALTHCARE ASSISTANT**

<b>Employer:</b>	Kerry Respite Care, Upper Rock Street, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Assist and provide personal care, meal preparation, household duties, dementia care, non-medical assistance &amp; companionship</li> </ul> <p>Part-time hours available with a willingness to work in a rota shared with other Carers in your team, with flexibility to work evenings &amp; weekends</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>FETAC level 5 or equivalent qualification in healthcare is essential</li> <li>Own transport with full clean driving licence is desirable</li> <li>Fluency in English essential. Ideally CSP qualifying</li> <li>Must be Garda Vetted &amp; Reference checked prior to commencing the role.</li> </ul>
<b>For full details and to apply:</b>	<a href="mailto:manager@kerryrespitecare.ie">Apply with CV to: manager@kerryrespitecare.ie</a>

**FRONT OF HOUSE**

<b>Employer:</b>	Jam Café, Tralee, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Candidates must have experience working in a busy restaurant/cafe.</li> <li>Customer service skills are of critical importance.</li> </ul> <p>Full time and part time positions available. Job Types: Full-time, Part-time</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Rivendell-Investments-Limited?from=mobviewjob&amp;tk=1h54n5lh9jv6f802&amp;fromjk=1effb87b340457ae&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Rivendell-Investments-Limited?from=mobviewjob&amp;tk=1h54n5lh9jv6f802&amp;fromjk=1effb87b340457ae&amp;attributionid=mobvjcmp</a>

**BAR PERSON**

<b>Employer:</b>	The Moorings, Portmagee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>Experienced bar staff are required for a family owned Bar/Restaurant in Portmagee, Co Kerry.</li> <li>Job Type: Full-time</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>One year experience in an Irish bar.</li> <li>Knowledge of opening and closing procedures and food service experience beneficial.</li> <li>Hospitality experience essential.</li> <li>Excellent customer care skills.</li> <li>Ability to work calmly in a high paced environment.</li> <li>Flexibility in shift pattern.</li> <li>Must provide references.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Moorings?from=mobviewjob&amp;tk=1h505gl2qi93u804&amp;fromjk=ff020f54425ed376&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Moorings?from=mobviewjob&amp;tk=1h505gl2qi93u804&amp;fromjk=ff020f54425ed376&amp;attributionid=mobvjcmp</a>



## FRONT OFFICE SUPERVISOR

<b>Employer:</b>	The Meadowlands Hotel, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>We are currently seeking a Front Office Supervisor to efficiently ensure smooth, prompt and effective service to all guests.</li> <li>All guests are to be attended to according to their individual needs and the service will be conducted in line with all standards.</li> <li>Directs and controls the activities of the Front Desk, Concierge, Guest Services and Front door teams.</li> <li>Acts as the Manager on duty in the hotel when Senior Managers are not available.</li> <li>Will manage shifts at the Front Desk and oversee all scheduling for the front office division.</li> </ul> <p>Job Type: Full-time Salary: From €26,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>1-2 years experience in a similar position within a 4* hotel</li> <li>Have the ability to work on own initiative and lead a team in a busy environment</li> <li>Have strong organisational, communication and motivational skills</li> <li>Have a professional appearance &amp; a positive work attitude</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Meadowlands-Hotel-1?from=mobviewjob&amp;tk=1h5k39rkakjim801&amp;fromjk=1a522baab6efc26d&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Meadowlands-Hotel-1?from=mobviewjob&amp;tk=1h5k39rkakjim801&amp;fromjk=1a522baab6efc26d&amp;attributionid=mobvjcmp</a>

## WAREHOUSE OPERATIVE

<b>Employer:</b>	Independent Irish Health Foods, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Load and unload lorries in a safe and efficient manner</li> <li>Move and stack materials</li> <li>Keep production lines supplied with empty containers and packaging materials as needed</li> <li>General housekeeping duties in the warehouse or production area and duties as assigned</li> <li>Perform general warehouse duties in order to maintain a smooth operation</li> <li>Use common warehouse management software</li> <li>Receive/process shipments</li> <li>Inspect and maintain equipment, reporting any faults or wear and tear</li> </ul> <p>Job Type: Full-time, Permanent Salary: €11.50 an hour</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Independent-Irish-Health-Foods-Ltd-1?from=mobviewjob&amp;tk=1h57o3sus9a4800&amp;fromjk=f4b6dd45713725ae&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Independent-Irish-Health-Foods-Ltd-1?from=mobviewjob&amp;tk=1h57o3sus9a4800&amp;fromjk=f4b6dd45713725ae&amp;attributionid=mobvjcmp</a>

**CREW MEMBER**

<b>Employer:</b>	McDonald's Ltd., Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>You will consistently deliver the highest standards of quality, service and cleanliness in the restaurant. Provide friendly, fast and accurate service.</li> <li>Complete tasks and activities in line with training, company guidelines and management direction.</li> <li>Follow all workplace safety, security and food hygiene procedures.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must.</li> <li>The ability to maintain high energy levels whilst working both efficiently and productively is essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/McDonald's?from=mobviewjob&amp;tk=1h54npmbak9ad801&amp;fromjk=0d5bb08677447b9c&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/McDonald's?from=mobviewjob&amp;tk=1h54npmbak9ad801&amp;fromjk=0d5bb08677447b9c&amp;attributionid=mobvjcmp</a>

**FIELD SALES REPRESENTATIVE**

<b>Employer:</b>	PV Generation Ltd., County Kerry
<b>Duties include:</b>	<p>PV Generation Ltd, is one of Irelands longest established and leading solar PV company's, working in the Residential, Agricultural and Commercial sectors.</p> <ul style="list-style-type: none"> <li>Complete contracts confidentially with property owners while gaining outside business developments expertise, Contributing to the team culture and working in tandem with others</li> <li>Must attend and pass applicable sales training</li> <li>Efficiently communicate proposals during in-home presentations</li> <li>Educate homeowners on the positive effects of solar energy and the savings</li> <li>Capitalize on sales opportunities with warm-leads provided and supplement with personal leads and referrals</li> </ul> <p>Full office backup &amp; support is provided Salary: €50,000.00-€150,000.00 per year Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Field Sales: 1 year (preferred)</li> <li>Full driving licence (preferred)</li> <li>Potential Candidates will be working on their own initiative &amp; time management is essential as this is not an office based role, they also must have their own transport, mobile phone &amp; reasonably quick internet access.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Pv-Generation-Ltd-1?from=mobviewjob&amp;tk=1h54tnqi7jrhf802&amp;fromjk=3cbbe46831843021&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Pv-Generation-Ltd-1?from=mobviewjob&amp;tk=1h54tnqi7jrhf802&amp;fromjk=3cbbe46831843021&amp;attributionid=mobvjcmp</a>

**TRAINEE OPTICAL RETAILER**

<b>Employer:</b>	Specsavers, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Specsavers Killarney require a Trainee Optical Retailer</li> <li>• Full training provided</li> <li>• Job Type: Permanent</li> <li>• Salary: €12.50 an hour</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Specsavers?from=mobviewjob&amp;tk=1h551qjo5jkl0805&amp;fromjk=d4e0e9439b063713&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Specsavers?from=mobviewjob&amp;tk=1h551qjo5jkl0805&amp;fromjk=d4e0e9439b063713&amp;attributionid=mobvjcmp</a>

**ASSISTANT MANAGER**

<b>Employer:</b>	The Range, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• In this role you will be a key member of the store management team and will report to the Store Manager.</li> <li>• As an Assistant Manager you will ensure that the store is well merchandised and continually look at ways to develop and improve business performance within the Departments that you are responsible for.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills and demonstrate a coaching management style, being clear, open and honest.</li> <li>• Ensure retail colleagues are trained to the highest of standards whilst having the ability to take corrective action when necessary.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Range?from=mobviewjob&amp;tk=1h552c6tokjju801&amp;fromjk=7b23980426c8e2b3&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Range?from=mobviewjob&amp;tk=1h552c6tokjju801&amp;fromjk=7b23980426c8e2b3&amp;attributionid=mobvjcmp</a>

**VODAFONE BUSINESS REPRESENTATIVE**

<b>Employer:</b>	Kelco Communications Ltd., County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Sell Vodafone products and services to SME and SOHO customers.</li> <li>• Make appointments by telephone, journey plan to maximise efficiency, and pitch to decision makers face to face.</li> <li>• Achieve personal targets as agreed by management.</li> <li>• Ensure compliance and company policies and procedures are strictly adhered to.</li> </ul> <p>Job Type: Full-time, Permanent Salary: From €35,000 a year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Must hold a full driver's licence.</li> <li>• Be self-motivated with a drive to succeed and a passion for achieving targets/goals.</li> <li>• Strong team player with a friendly competitive edge.</li> <li>• Previous experience in a similar role is essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Kelco-Communications-Ltd-1?from=mobviewjob&amp;tk=1h54k9vklj6e2801&amp;fromjk=b9cfb90dc17c62cb&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Kelco-Communications-Ltd-1?from=mobviewjob&amp;tk=1h54k9vklj6e2801&amp;fromjk=b9cfb90dc17c62cb&amp;attributionid=mobvjcmp</a>

**COMMUNITY SUPPORT WORKER**

<b>Employer:</b>	Rehab Group, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Assist in the delivery of individualized community support to a number of individuals with intellectual, physical and mental health challenges.</li> <li>This role will also involve providing 1:1 support to an individual with social activities as well as working with groups in the community.</li> </ul> <p>Job Type: Part-time, Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>QQI level 5 in Health &amp; Social Care or equivalent.</li> <li>Experience in the area of supporting individuals with intellectual, physical and mental health challenges.</li> <li>Experience in supporting community independence</li> <li>Knowledge and experience of local community resources is highly desirable</li> <li>Full Clean Driving Licence and access to a car for business purposes is required</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Rehab-Group-1?from=mobviewjob&amp;tk=1h54kmashjv5r800&amp;fromjk=553a49efc81adfa0&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Rehab-Group-1?from=mobviewjob&amp;tk=1h54kmashjv5r800&amp;fromjk=553a49efc81adfa0&amp;attributionid=mobvjcmp</a>

**BAR PERSON**

<b>Employer:</b>	The Golden Nugget Bar, Killarney, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>To provide great customer service working in a country friendly pub.</li> <li>Candidates must be honest, hard working and reliable and willing to work weekends.</li> <li>Bar: 1 year (preferred)</li> </ul> <p>Job Type: Part-time</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Golden-Nugget-Bar?from=mobviewjob&amp;tk=1h557pl4ik9aq804&amp;fromjk=d7e30355e89c4ba5&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Golden-Nugget-Bar?from=mobviewjob&amp;tk=1h557pl4ik9aq804&amp;fromjk=d7e30355e89c4ba5&amp;attributionid=mobvjcmp</a>

**TRAINEE HAIRDRESSER /STYLIST**

<b>Employer:</b>	Peter Mark, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>This is a 3 year full time training program and will require you to work 5 days out of 7 days and will include late nights.</li> <li>You will also attend our Training Schools to complete training courses which covers every aspect of hairdressing.</li> <li>Job Type: Full-time</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Customer service experience</li> <li>An excellent level of English</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Peter-Mark?from=mobviewjob&amp;tk=1h577cva1k9a4801&amp;fromjk=f6f77598237721f2&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Peter-Mark?from=mobviewjob&amp;tk=1h577cva1k9a4801&amp;fromjk=f6f77598237721f2&amp;attributionid=mobvjcmp</a>

## HUMAN RESOURCES ASSISTANT

<b>Employer:</b>	Killarney Park Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Responsible for all administration, filing, record keeping and archiving for both properties so the system operates efficiently.</li> <li>• Assist with the recruitment process.</li> <li>• Respond to applications, invite for interviews or send out regrets.</li> <li>• Contact marketing regarding adds to create and publish.</li> <li>• Monitor, post and refresh adds on indeed.</li> <li>• Communicate with recruitment agencies and update them on our current vacancies and progress of their submitted applicants.</li> <li>• Attend meetings, HR webinars, training, recruitment fairs, talks or school visits.</li> <li>• Attend Sustainability Meetings as a committee member and attend any training and monthly meetings and follow up with ideas and suggestions.</li> <li>• Any other reasonable duties as directed by the proprietor or management.</li> <li>• Some shifts on the floor and flexibility if and when required.</li> </ul>
	Job Type: Full-time
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Park-Hotel?from=mobviewjob&amp;tk=1h552sphfj13l801&amp;fromjk=3e0fed8a24e9e53b&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Park-Hotel?from=mobviewjob&amp;tk=1h552sphfj13l801&amp;fromjk=3e0fed8a24e9e53b&amp;attributionid=mobvjcmp</a>

## CLERICAL OFFICER

<b>Employer:</b>	Morgan McKinley, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Database management and a high volume of data entry</li> <li>• Answering phones, taking messages, transferring calls</li> <li>• Drafting letters, managing a busy email inbox</li> <li>• Managing and drafting excel spreadsheets</li> <li>• Manual and electronic filing</li> <li>• Other ad-hoc duties as required</li> </ul>
	Job Type: Full-time
	Salary: €14.85-€14.86 per hour
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• 2 years + experience working in a Clerical/Administrative role</li> <li>• Excellent MS Office skills</li> <li>• Someone with excellent verbal and written etiquette</li> <li>• Experience processing invoices is desirable</li> <li>• Previous experience with minute taking desirable</li> <li>• An efficient, organised &amp; detailed orientated person</li> <li>• An ambitious and energetic individual with a can-do attitude and an eagerness to learn</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Morgan-Mckinley?from=mobviewjob&amp;tk=1h553j29pk991800&amp;fromjk=b4ded5575c1427d8&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Morgan-Mckinley?from=mobviewjob&amp;tk=1h553j29pk991800&amp;fromjk=b4ded5575c1427d8&amp;attributionid=mobvjcmp</a>

**SECURITY OFFICER/NIGHTCLUB BOUNCER**

<b>Employer:</b>	Killarney Grand, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Perform pre-shift checks before reporting to assigned post.</li> <li>• Stay vigilant and observant at post, constantly monitoring the crowd for unusual behaviour.</li> <li>• Anticipating and preventing incidents that may result in a loss for a patron or for the company.</li> <li>• Constantly monitoring for drink spillages and working together with floor staff to clean any spillage in a timely manner, ensuring the safety of patrons and other staff members.</li> <li>• Reporting all incidents and potential incidents to management.</li> <li>• Maintaining a personal notebook, with records of all nights, including nights where no incidents were observed.</li> <li>• Writing up detailed incident reports after your shift of all potential incidents observed.</li> </ul>
	Job Types: Full-time, Permanent
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• PSA Licence</li> <li>• Security: 1 year (preferred)</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Grand?from=mobviewjob&amp;tk=1h5592rml20em000&amp;fromjk=9fe42e6a1c26c666&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Grand?from=mobviewjob&amp;tk=1h5592rml20em000&amp;fromjk=9fe42e6a1c26c666&amp;attributionid=mobvjcmp</a>

**JUNIOR ACCOUNTS ASSISTANT**

<b>Employer:</b>	John Lane & Sons, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Accounts receivable – ensure customers are paying in a timely manner and deal with queries as they arise.</li> <li>• Accounts payable – ensure that invoices have a corresponding delivery docket and purchase order – process invoices and deal with queries as they arise, creditor reconciliations and preparation of payments.</li> <li>• Provide cover for daily cash reconciliations.</li> <li>• Weekly bank transaction posting.</li> <li>• Complete weekly reports as required.</li> <li>• Process daily and monthly direct debits.</li> <li>• Provide assistance in general to the financial controller.</li> </ul>
	Job Type: Full-time, Monday – Friday 8.30 – 5.00
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Strong end-user computing skills and experience in MS Excel and Word, the aptitude to upskill with new systems.</li> <li>• Proven communication skills and a team player that can actively listen to team activities and shares information and knowledge to help the team meet its objectives.</li> <li>• Strong attention to detail.</li> <li>• Experience is desirable but not essential as full training provided.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/John-Lane-&amp;-Sons?from=mobviewjob&amp;tk=1h559coib2fzv000&amp;fromjk=7e0611dd7a828ea3&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/John-Lane-&amp;-Sons?from=mobviewjob&amp;tk=1h559coib2fzv000&amp;fromjk=7e0611dd7a828ea3&amp;attributionid=mobvjcmp</a>

**OFFICE ADMINISTRATOR**

<b>Employer:</b>	Assess Ireland, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>Assess Ireland are the front runners when it comes to Motor Assessing and Engineering Inspection Services. This position is an onsite position only during initial 6 months, with option to move to hybrid model.</li> <li>Interviews will be conducted remotely for this position.</li> </ul> <p>Job Type: Full-time Salary: €22,500.00-€25,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Minimum 1yr office experience</li> <li>Strong emphasis on dealing with customers over the phone</li> <li>Excellent working knowledge of Microsoft applications</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Assess-Ireland-3?from=mobviewjob&amp;tk=1h559t71i2qt0002&amp;fromjk=8fa5cf354201f405&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Assess-Ireland-3?from=mobviewjob&amp;tk=1h559t71i2qt0002&amp;fromjk=8fa5cf354201f405&amp;attributionid=mobvjcmp</a>

**BARTENDER/SERVER**

<b>Employer:</b>	Tatler Jack, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>Serving our customers drinks by night and food by day</li> <li>Late bar at weekends and on bank holidays</li> <li>Salary: €13.00-€14.00 per hour</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Bar: 2 years experience</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Tatler-Jack-1?from=mobviewjob&amp;tk=1h577vrbdk9aq800&amp;fromjk=a155a1f4cfb5ddc0&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Tatler-Jack-1?from=mobviewjob&amp;tk=1h577vrbdk9aq800&amp;fromjk=a155a1f4cfb5ddc0&amp;attributionid=mobvjcmp</a>

**SALES ASSISTANT**

<b>Employer:</b>	Card World, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>Card World, Kerry's leading retailer of great value greeting cards, gifts, balloons and party supplies is looking for a Sales Assistant</li> <li>The successful applicant will be required to work weekdays and occasional weekends.</li> <li>Job Types: Full-time, Temporary, Contract</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Hardworking, motivated sales person with a friendly personality and a passion for excellent customer service</li> <li>Sales experience is an advantage but not essential as training will be provided.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Card-World-2?from=mobviewjob&amp;tk=1h57a21ddjv5h801&amp;fromjk=fb5bab9f75801467&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Card-World-2?from=mobviewjob&amp;tk=1h57a21ddjv5h801&amp;fromjk=fb5bab9f75801467&amp;attributionid=mobvjcmp</a>



## INFORMATION SYSTEMS MANAGER

<b>Employer:</b>	South West Doctors On Call Limited., County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Provide scheduled and ad-hoc consultation services to inhouse ICT staff and management.</li> <li>• Work with management to develop ICT roadmaps and capacity planning.</li> <li>• Work with management to develop and implement policies.</li> <li>• Oversee Infrastructure management and maintenance in line with industry best practices</li> <li>• Provide internal escalation support to wider team, including OOH support.</li> <li>• Ensure highest level of customer service while ensuring a consistent level quality.</li> <li>• Aid in the delivery of reports when required.</li> <li>• Act as the conduit between the company and third party vendors.</li> <li>• Participate in departmental training activities.</li> <li>• Oversee development and dissemination of runbooks and the knowledge base.</li> </ul> <p>Job Types: Full-time, Permanent Salary: €60,000.00-€65,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in a similar role.</li> <li>• Relevant experience in Cloud Services.</li> <li>• Management and Monitoring.</li> <li>• Excellent internal customer facing skills and writing skills.</li> <li>• Excellent analytical / problem solving skills.</li> <li>• ITIL Certified – or relevant experience.</li> <li>• Ability to work as part of a team or on an individual basis.</li> <li>• Good organisational skills and strong attention to detail.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/South-West-Doctors-On-Call-Limited?from=mobviewjob&amp;tk=1h578d3idk99o800&amp;fromjk=2c2526ab30f2c824&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/South-West-Doctors-On-Call-Limited?from=mobviewjob&amp;tk=1h578d3idk99o800&amp;fromjk=2c2526ab30f2c824&amp;attributionid=mobvjcmp</a>

## DELI TEAM MEMBER

<b>Employer:</b>	Eileen's Bakery, Deli & Coffee Shop, Castleisland, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Serving take away hot and cold foods.</li> <li>• Light cooking and food preparation.</li> <li>• Cleaning and presentation of work areas and shop floor.</li> <li>• Previous experience and HACCP knowledge an advantage.</li> <li>• Approx 30 hours per week. No late evening work, no Sundays and no bank holidays.</li> <li>• Job Type: Permanent, This is not a summer job, all year round work</li> <li>• Salary: €11.50-€13.00 per hour</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Eileen's-Bakery,-Deli-&amp;-Coffeeshop?from=mobviewjob&amp;tk=1h57999qdg821800&amp;fromjk=8ce22dd8c24da431&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Eileen's-Bakery,-Deli-&amp;-Coffeeshop?from=mobviewjob&amp;tk=1h57999qdg821800&amp;fromjk=8ce22dd8c24da431&amp;attributionid=mobvjcmp</a>

**CUSTOMER SERVICE**

<b>Employer:</b>	Dpd Kerry, Farranfore, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Answering phone calls and emails regarding customer queries.</li> <li>• Responsible for engaging with customers on behalf of the company.</li> <li>• Maintaining expert knowledge about company products and procedures.</li> <li>• Participating in meetings with customer service team &amp; management.</li> </ul> <p>Job Type: Full-time Salary: €12.00-€12.90 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Customer Service: 1 year required</li> <li>• Experience in a similar role an advantage</li> <li>• Must be Computer literate with great organisational skills</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Dpd-Kerry?from=mobviewjob&amp;tk=1h57aepfjkr3800&amp;fromjk=826eaf2286c29358&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Dpd-Kerry?from=mobviewjob&amp;tk=1h57aepfjkr3800&amp;fromjk=826eaf2286c29358&amp;attributionid=mobvjcmp</a>

**SALES ASSISTANT**

<b>Employer:</b>	Smyths Toys, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• As a Sales Assistant, you will be expected to provide a high level of customer service, help your team achieve daily targets and ensure that the store is well stocked and well presented at all times</li> <li>• Retail merchandising experience is desirable but is not essential</li> <li>• Will work as part of a fast-paced and dynamic team</li> <li>• Weekend shifts involved</li> </ul> <p>Job Type: Temporary contract.</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Smyths-Toys?from=mobviewjob&amp;tk=1h57bagsrkcok800&amp;fromjk=59b23e91bb3af210&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Smyths-Toys?from=mobviewjob&amp;tk=1h57bagsrkcok800&amp;fromjk=59b23e91bb3af210&amp;attributionid=mobvjcmp</a>

**HOTEL PORTER**

<b>Employer:</b>	The Parkavon Hotel, Killarney, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Transfer of New Linen delivery to Linen Closets</li> <li>• Transfer of Used Linen to pick up area</li> <li>• Maintaining the accommodation area in a clean &amp; hygienic manner</li> <li>• Ensure the corridors/stairs are clean at all times</li> <li>• Ensure the hotel lobby is clean &amp; pristine at all times</li> <li>• Assist the Accommodation Team where necessary</li> <li>• Assist with Group Luggage</li> </ul> <p>Job Types: Full-time, Part-time, Temporary. Part-time hrs 16 per week Salary: From €11.40per hour</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Parkavon-Hotel-Killarney-1?from=mobviewjob&amp;tk=1h57mecpvkcp800&amp;fromjk=46c07909543fd928&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Parkavon-Hotel-Killarney-1?from=mobviewjob&amp;tk=1h57mecpvkcp800&amp;fromjk=46c07909543fd928&amp;attributionid=mobvjcmp</a>

**FRONT OF HOUSE STAFF**

<b>Employer:</b>	Nana Beas, Castleisland, County Kerry
<b>Duties include:</b>	<p>We are looking for two front of house/kitchen staff for our wood-fired pizza restaurant.</p> <ul style="list-style-type: none"> <li>• Greeting Customers</li> <li>• Taking Orders and Payments</li> <li>• Waiting and Clearing Tables</li> </ul> <p>Job Types: Full-time, Part-time, Permanent  Part-time hours: 18 per week  Salary: €10.50-€13.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Candidates must have experience in hospitality</li> <li>• Be able to work as part of a team</li> <li>• Have good timekeeping</li> <li>• Work under pressure during peak times</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Nana-Beas?from=mobviewjob&amp;tk=1h57d0cpmkjgv800&amp;fromjk=83f152198178d36a&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Nana-Beas?from=mobviewjob&amp;tk=1h57d0cpmkjgv800&amp;fromjk=83f152198178d36a&amp;attributionid=mobvjcmp</a>

**WAITING STAFF**

<b>Employer:</b>	Bridge Bistro, An Snaidhm, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Bridge Bistro, Sneem are now looking for friendly experienced staff that have knowledge in all areas such as Barista, Food Service, Cash Handling etc.</li> <li>• Good wages for the right candidate. Can work hours to suit if needed.</li> <li>• Salary: €12.00-€14.00 per hour</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Beachcove-Cafe-1?from=mobviewjob&amp;tk=1h57dfaa6jtui800&amp;fromjk=bccb983d72124e6d&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Beachcove-Cafe-1?from=mobviewjob&amp;tk=1h57dfaa6jtui800&amp;fromjk=bccb983d72124e6d&amp;attributionid=mobvjcmp</a>

**VAN SALES MERCHANDISER**

<b>Employer:</b>	B&J Distribution, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• B&amp;J Distribution Ltd (AKA BJ TOYS) are one of Irelands leading Van Sales Toy Suppliers to all the major supermarket chains. We have an opening for a van sales Merchandiser to cover the Kerry, Clare and part of West Cork.</li> <li>• You would be responsible for the upkeep of all BJ Toys Pocket Money Toy Stands along with all seasonal Stands throughout the year on a 4 weekly cycle.</li> <li>• Experience would be an advantage but full training will be given.</li> </ul> <p>Job Type: Full-time  Salary: €27,000.00-€35,000.00 per year</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/B&amp;J-Distribution?from=mobviewjob&amp;tk=1h5hulv352bji001&amp;fromjk=3a378ffaf12cc519&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/B&amp;J-Distribution?from=mobviewjob&amp;tk=1h5hulv352bji001&amp;fromjk=3a378ffaf12cc519&amp;attributionid=mobvjcmp</a>

**CLERICAL OFFICER**

<b>Employer:</b>	CPL Recruitment, Tralee, County Kerry
<b>Duties include:</b>	<p>Cpl has a requirement for a Clerical Officer-Grade III to provide administration support to a Healthcare Team in Tralee, County Kerry. Site-based role (no remote working). Monday - Friday, 9am - 5pm</p> <ul style="list-style-type: none"> <li>• Managing patient administration and updating patient records</li> <li>• Inputting patient information onto databases</li> <li>• Coordinating appointments and providing administrative support to a clinical team</li> <li>• Inputting and updating statistics on an Excel spreadsheet</li> <li>• File preparation and uploading case files to the database</li> </ul> <p>Job Type: 3-6 month contract initially Salary: €14.91 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• At least 6-12 months of professional administration experience</li> <li>• Experience in a healthcare setting a plus but not essential</li> <li>• Proficiency with Microsoft Office Word, Excel, Outlook</li> <li>• Excellent communication and interpersonal skills</li> <li>• High attention to detail and organization</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Cpl-Recruitment?from=mobviewjob&amp;tk=1h57dn7nakcpi800&amp;fromjk=df0452a1e32d73c8&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Cpl-Recruitment?from=mobviewjob&amp;tk=1h57dn7nakcpi800&amp;fromjk=df0452a1e32d73c8&amp;attributionid=mobvjcmp</a></p>

**PATIENT CO-ORDINATOR**

<b>Employer:</b>	Eden Medical Clinic, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We are currently recruiting for a Patient Co-ordinator to work in our Killarney Clinic 3 days a week. This role will require communication across various social channels, email and over the phone and will involve working alternate weekends and mid week shifts.</li> <li>• AD-HOC: All duties around the opening and closing of your clinic. Completion of all reasonable tasks that are assigned</li> <li>• Travel requirements: One week training at Cork location.</li> </ul> <p>Job type: Full time following 9 month probationary period. 3+ days per week Salary: €12.00-€15.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• 3+ years Customer Service experience.</li> <li>• Ability to plan and manage time affectively.</li> <li>• Proven ability to prioritise and multi-task within a fast paced environment.</li> <li>• Excellent written and verbal communication.</li> <li>• Strong organisational skills.</li> <li>• Confident to communicate in a professional manner</li> <li>• Computer literate.</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Eden-Medical-Clinic?from=mobviewjob&amp;tk=1h57fc003lg9u802&amp;fromjk=95be09b197399acc&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Eden-Medical-Clinic?from=mobviewjob&amp;tk=1h57fc003lg9u802&amp;fromjk=95be09b197399acc&amp;attributionid=mobvjcmp</a></p>

## HOUSEKEEPING ROOM ATTENDANT

**Employer:** Park Hotel, Kenmare, County Kerry

- Details include:**
- 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

Job Type: Full-time

**For full details and to apply:**

<https://ie.indeed.com/cmp/Relais-&-Ch%C3%A2teaux?from=mobviewjob&tk=1h57kaosejtvk800&fromjk=8f3b38a9d7d12035&attributionid=mobvjcmp>

## ACCOUNTS/OFFICE ADMINISTRATOR

**Employer:** CH, Tralee, County Kerry

- Duties include:**
- Invoice Administration and statement recognition.
  - Preparing supplier payments.
  - Management of credit claims.
  - Liaising with our finance team.
  - Telephone duties, ordering and general administration

Job Types: Full-time, Permanent

Salary: €28,000.00-€30,000.00 per year

- Requirements include:**
- A minimum 2 years experience with an accounting package (e.g. Sage, Xero, Quickbooks)
  - Experience with creditor reconciliations and payment of suppliers
  - Proficiency in Excel (including advanced excel skills) an advantage
  - Experience in Sage 50 an advantage desirable
  - Some Knowledge of Auto entry preferable.
  - Till Balancing and cash handling skills an advantage
  - Strong Aptitude for figures, and excellent attention to detail.

**For full details and to apply:**

<https://ie.indeed.com/cmp/Ch-Opticians-1?from=mobviewjob&tk=1h5his0kskjgg802&fromjk=f89b1d5b4e8d3043&attributionid=mobvjcmp>

**RETAIL SALES ASSISTANT**

<b>Employer:</b>	Paraffin Store, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Ensuring excellent customer service is delivered at all times</li> <li>• Working as part of a team to meet goals and maintain a high standard of service</li> <li>• Ascertain customer needs and recommending products to match those needs</li> <li>• Ensure general store standards and stock replenishment is carried out on a daily basis</li> <li>• Commit to achieving Daily Store Targets</li> </ul> <p>Job Type: Full-time, Part-time Salary: From €11.30 per hour</p>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Paraffin-Store?from=mobviewjob&amp;tk=1h57nfntmk9an800&amp;fromjk=1b13a1128a08e87e&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Paraffin-Store?from=mobviewjob&amp;tk=1h57nfntmk9an800&amp;fromjk=1b13a1128a08e87e&amp;attributionid=mobvjcmp</a></p>

**SALES SUPPORT REPRESENTATIVE**

<b>Employer:</b>	Contech Building Products - Ireland
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Following a defined call schedule to provide sales support services to our stockists in an area across the south of the country.</li> <li>• Restocking, merchandising, and maintaining in-store sections to ensure the highest possible standards of visual merchandising and product presentation.</li> <li>• Delivering, stocking and merchandising orders to major DIY chains and builders merchants.</li> <li>• Collaborating with the marketing team and the operations manager on the design, layout and installation of retail displays for store fitouts and refits.</li> <li>• Developing and maintaining positive relationships with customers and assisting the Technical Sales Representatives to grow sales in the area.</li> <li>• Monitoring stock levels to minimise stockouts and provide feedback to management regarding stock movements.</li> </ul> <p>Job Type: Full-time Salary: €28,000.00-€32,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Previous experience in a merchandising or sale support role desirable.</li> <li>• Knowledge of retail design, product positioning and visual merchandising an advantage.</li> <li>• Keen eye for detail and ability to work swiftly with a high degree of accuracy essential.</li> <li>• Excellent communication skills and strong customer service orientation essential.</li> <li>• Full, clean driving license required.</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Contech-Building-Products?from=mobviewjob&amp;tk=1h5k2rplskjie801&amp;fromjk=86743b92880882d0&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Contech-Building-Products?from=mobviewjob&amp;tk=1h5k2rplskjie801&amp;fromjk=86743b92880882d0&amp;attributionid=mobvjcmp</a></p>

**CAFÉ ALL ROUNDER**

<b>Employer:</b>	Mug & Bean, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Greeting &amp; serving customers</li> <li>• Running food and drinks</li> <li>• General cafe duties</li> <li>• Barista and Cooking training provided</li> </ul> <p>Salary: From €11.30 an hour Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Must be able to multitask, have great customer service and work well in a fast-paced environment.</li> <li>• Flexibility to work a rotating roster that includes weekends.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Mug-&amp;-Bean-2?from=mobviewjob&amp;tk=1h5hjf9lrmn9e801&amp;fromjk=8b23a1812ec64de0&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Mug-&amp;-Bean-2?from=mobviewjob&amp;tk=1h5hjf9lrmn9e801&amp;fromjk=8b23a1812ec64de0&amp;attributionid=mobvjcmp</a>

**RETAIL ASSOCIATE**

<b>Employer:</b>	The TJX Companies, Inc., Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Retail Associates are required for store in Killarney</li> <li>• Various hours available, Monday to Sunday</li> <li>• Job Type: Temporary, Part-time</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-TJX-Companies,-Inc./jobs?jk=3b14c30d491c9e8f&amp;q=&amp;l=Killarney%2C%20County%20Kerry&amp;start=0">https://ie.indeed.com/cmp/The-TJX-Companies,-Inc./jobs?jk=3b14c30d491c9e8f&amp;q=&amp;l=Killarney%2C%20County%20Kerry&amp;start=0</a>

**QUALIFIED ELECTRICIAN**

<b>Employer:</b>	Gilroy's Green Energy Ltd, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• We are currently seeking a qualified Electrician who must be registered with Safe Electric and RECI with an installer number.</li> <li>• This job involves fully installing and commissioning Solar PV systems.</li> <li>• This includes installing: batteries; inverters; fire-switchers; AC and DC isolators; Eddi water-heaters.</li> <li>• Along with these duties general electrical work will be carried out.</li> </ul> <p>Job Type: Full-time Salary: Up to €85,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Electrician: 3 years</li> <li>• Manual Handling Certificate</li> <li>• Safe Pass</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Gilroy-S-Green-Energy-Ltd?from=mobviewjob&amp;tk=1h5hom1nokjbt800&amp;fromjk=51c66aaf667470fc&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Gilroy-S-Green-Energy-Ltd?from=mobviewjob&amp;tk=1h5hom1nokjbt800&amp;fromjk=51c66aaf667470fc&amp;attributionid=mobvjcmp</a>



**HR GENERALIST**

<b>Employer:</b>	RelateCare, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>The successful candidate will be responsible for providing support to the business units, assisting in the devising and implementation of new initiatives, procedures, processes to develop the people agenda, building and developing an efficient and positive work environment.</li> </ul>
	Job Type: Full-time, Hybrid remote
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>A Degree/Masters in HR or related discipline, with CIPD qualification desirable.</li> <li>Minimum 2 years experience working at a HR Generalist level.</li> <li>An excellent practical knowledge of Irish employment legislation, policies, procedures in line with recommended codes of practice.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Relatecare?from=mobviewjob&amp;tk=1h5hkd84mkjgg800&amp;fromjk=91dbef63a55a5054&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Relatecare?from=mobviewjob&amp;tk=1h5hkd84mkjgg800&amp;fromjk=91dbef63a55a5054&amp;attributionid=mobvjcmp</a>

**IN-STORE TEAM MEMBER**

<b>Employer:</b>	Four Star Pizza, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>Four Star Pizza require an In-store staff member who can work efficiently, as part of a team</li> <li>Weekend work involved</li> <li>Job Type: Full-time</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Sales: 1 year experience preferred</li> <li>English speaking desirable</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Four-Star-Pizza?from=mobviewjob&amp;tk=1h5hnlusa2fsi002&amp;fromjk=3b63aade792fd50f&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Four-Star-Pizza?from=mobviewjob&amp;tk=1h5hnlusa2fsi002&amp;fromjk=3b63aade792fd50f&amp;attributionid=mobvjcmp</a>

**SALES ASSISTANT**

<b>Employer:</b>	Suits Select, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Ensure general store standards and stock replenishment is carried out on a daily basis</li> <li>Commit to achieving Daily Store Targets</li> <li>Passion for customer service and delivering a great experience</li> </ul>
	Job Types: Full-time, Part-time
	Salary: €12.00 per hour
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Sales experience in a target driven environment</li> <li>Motivated, with a keen eye for fashion</li> <li>Dynamic selling skills</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Paraffin-Store?from=mobviewjob&amp;tk=1h5ho93pd2fsi000&amp;fromjk=9d842745007de2b4&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Paraffin-Store?from=mobviewjob&amp;tk=1h5ho93pd2fsi000&amp;fromjk=9d842745007de2b4&amp;attributionid=mobvjcmp</a>

## EARLY YEARS SUPERVISOR

<b>Employer:</b>	Milltown Childcare Centre, Milltown, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Take responsibility for ensuring high quality care and best practice standards are maintained in the designated room and in the service, generally.</li> <li>• Involves close co-operation with Management and the Early Years Practitioners in relation to the overall delivery of service</li> <li>• Actively engage with the children in developmentally appropriate learning activities to facilitate the potential development of each child.</li> <li>• Promote and help maintain an organised, clean, safe, well equipped and culturally sensitive learning environment</li> <li>• Observe and record children's progress</li> <li>• To communicate effectively with children, parents and staff alike.</li> </ul>
	<p>Job Type: Full-time Salary: €15.50-€16.32 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Minimum Level 7 Childcare qualification</li> <li>• 3 years experience working as an Early Years Educator</li> <li>• First Aid, Manual Handling certified is an advantage</li> <li>• Excellent interpersonal and communication skills</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Milltown-Childcare-Centre-2?from=mobviewjob&amp;tk=1h5i7c1du2ief001&amp;fromjk=ebedf2275ccbe4d2&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Milltown-Childcare-Centre-2?from=mobviewjob&amp;tk=1h5i7c1du2ief001&amp;fromjk=ebedf2275ccbe4d2&amp;attributionid=mobvjcmp</a></p>

## GUEST RELATIONS ASSISTANT

<b>Employer:</b>	Hogs Head Golf Club, Waterville, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Manage all enquiries, reservations and planning full itineraries.</li> <li>• Liaise with members to arrange golf reservations, accommodation reservations, coordinating the logistics of helicopter/ground transportation and communicating the members preferred billing details.</li> <li>• Co-ordinate personalised itineraries ensuring each groups preferred choices are accommodated.</li> <li>• Schedule tee times, transfers, accommodation reservations in external golf courses as well as luxury accommodation providers.</li> <li>• Schedule Hog helicopter and Hog bus transfers to and from airports, accommodation and golf courses throughout Ireland.</li> <li>• Provide a meet and greet to Hogs Head members on arrival to the clubhouse and throughout Member Guest Tournament events.</li> <li>• Arrange Spouses Programmes and reserved local tours of the Kerry region, boat trips and spa appointments.</li> <li>• Process deposit payments for accommodation and finalising payments with external golf clubs and accommodation reservations.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• At least two years' experience working in concierge/administration</li> <li>• Use of property management software</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Hogs-Head-Golf-Club?from=mobviewjob&amp;tk=1h5hp4590kcp8800&amp;fromjk=7fbf55f9cf1c71a8&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Hogs-Head-Golf-Club?from=mobviewjob&amp;tk=1h5hp4590kcp8800&amp;fromjk=7fbf55f9cf1c71a8&amp;attributionid=mobvjcmp</a></p>

**HEALTHCARE ASSISTANT**

<b>Employer:</b>	Valentia Hospital, Valentia, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• A Healthcare Assistant is required for Valentia Hospital to assist in provision of care, work as part of a team, implement the care of residents and ability to communicate effectively</li> <li>• Fetac Level 5 or equivalent is required</li> <li>• Job Type: Full-time, Permanent, 39 hrs per week</li> <li>• Salary: €27,000</li> </ul>
<b>For full details and to apply:</b>	<b><i>Send your CV to: <a href="mailto:valentiachw@gmail.com">valentiachw@gmail.com</a></i></b>

**QUALIFIED EDUCATOR**

<b>Employer:</b>	Valentia Island Resource and Child Centre, Ballyhearney, Chapeltown, Valentia Island, Co. Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We are looking for a Qualified Educator who is passionate about children - an Access and Inclusion Worker with a Minimum qualification level 5 in Child care.</li> </ul>
<b>For full details and to apply:</b>	<b><i>Contact: 066-9476400 or email: <a href="mailto:vircc1@gmail.com">vircc1@gmail.com</a></i></b>

<b>Job Title</b>	<b>Location</b>	<b>No. of Positions</b>	<b>Closing Date</b>	<b>Job Ref. No.</b>
Caretaker/ Cleaner	Killorglin Rowing Club	1	06/07/2023	CES 2284406
Bus Driver	Ard Alainn Centre	1	07/07/2023	CES 2284624
Evening Attendant	Killorglin Sports Complex	1	12/07/2023	CES 2282004
Cleaner	Killorglin Sports Complex	1	03/08/2023	CES 2282003
Weekend Attendant	Killorglin Sports Complex	1	03/08/2023	CES 2282009
Sports Co-Ordinator	Killorglin Sports Complex	1	03/08/2023	CES 2282003
<b><i>Contact Margaret on 066 9761755</i></b>				

Job Title	Location	No. of Positions	Closing Date
Receptionist/ Administrator (CE)	Caherciveen CIS	1	31/07 /2023
Receptionist/ Administrator (RSS)	Caherciveen CIS	1	31/07 /2023
Receptionist/ Administrator (TÚS)	Caherciveen CIS	1	31/07 /2023
<b>Contact</b> <i>eithne.garvey@citinfo.ie</i>			

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
General Operative	Killarney Racecourse	3	25/07/2023	CES 2275726
Sports Club Admin	Killarney Celtic	1	16/08/2023	CES 2290711
Services Attendant	Spa GAA Club	1	22/08/2023	CES 2291342
Scheme Office Secretary	Killarney	1	21/08/2023	CES 2291171
<b>Contact Siobhán on</b> <i>087 3849451</i>				

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
Administration	Killarney Town	4	28/07/2023	CES2289407
Healthcare Assistant	Killarney Town	1	28/07/2023	CES2289409
Kitchen Attendant	Killarney Town	1	28/07/2023	CES2289411
Bus Driver	Killarney Town	1	28/07/2023	CES2289413
<b>Contact Yvonne on</b> <i>087 7385672</i>				

<b>Job Title</b>	<b>Location</b>	<b>No. of Positions</b>	<b>Closing Date</b>	<b>Job Ref. No.</b>
Grounds Person	Kilgarvan	1	14/08/2023	CES 2207754
Cleaner	Kilgarvan	1	14/08/2023	CES 2241661
<b>Contact Margaret on 087 3583279</b>				

<b>Job Title</b>	<b>Location</b>	<b>No. of Positions</b>	<b>Closing Date</b>	<b>Job Ref. No.</b>
Clerical Assistant	Fitzgerald Stadium, Killarney	1	28/07/2023	CES 2287691
<b>Contact Theresa on 064 6631700</b>				

<b>Job Title</b>	<b>Location</b>	<b>No. of Positions</b>	<b>Closing Date</b>	<b>Job Ref. No.</b>
Dayroom Assistant	Portmagee	1	15/08/2023	CES 2270716
Cook / Kitchen Operative	Portmagee	1	15/08/2023	CES 2257435
Landscape Gardener	Portmagee	1	15/08/2023	CES 2257432
Day Room Co - Ordinator	Portmagee	1	15/08/2023	CES 2257428
Maintenance Operative	Portmagee	1	15/08/2023	CES 2268331
Gym Instructor	Portmagee	1	15/08/2023	CES 2257433
Co-Ordinator for Community Centre	Portmagee	1	15/08/2023	CES 2290346
Laundry Assistant	Portmagee	1	15/08/2023	CES 2288383
<b>Contact Louise on 066-9477200.</b>				

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## KENMARE FAMILY RESOURCE CENTRE

Railway Road | Kenmare | Co. Kerry

064 6642790 | 087 708 6641 | [info@kenmarefrfc.ie](mailto:info@kenmarefrfc.ie) [www.kenmarefrfc.ie](http://www.kenmarefrfc.ie)

Applications are invited for the post of:

### Project Administrator (Part-time)

The ideal candidate should have:

- Relevant qualification at minimum QQI Level 6 (Higher Certificate, Advance Certificate), for e.g. Advanced Certificate in Administration, Business Administration, Finance, Computerised Accounts or similar qualification.
- Experience in financial record keeping, financial reporting and using computerised accounts software and systems.
- Experience of computerised and manual payroll systems.
- Office management experience, organisational and secretarial skills.
- Experience of working in reception and administration.
- Information Technology skills and experience with Microsoft Office.
- Ability to communicate effectively with people and provide information using a range of communication methods including social media and newsletters.

This position is 17.5 hours per week.

To request further information and an application form, please contact:

Email: [maire@kenmarefrfc.ie](mailto:maire@kenmarefrfc.ie)

Tel: 085 800 2471

Closing date and time for receipt of applications is 9am on Monday 31st July 2023.

Interviews will take place on Wednesday 9<sup>th</sup> August 2023.

Applications will only be accepted on the official application form.

CV's will not be accepted.

This project is an equality opportunities employer.

This position is funded by DCEDIY through TUSLA The Child and Family Agency.

Directors: Maureen Foley, Conor Murphy, Annie Dunnebacke,  
Lynne Brennan, Vera Shaw, Julia O'Connor, Ann Galvin, Anna Devlin.  
Company No: 588023 | Registered Charity No: 20155100 | CHY 22063



An Roinn Éireann, Comhionannais,  
Michumais, Lianphárlachta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



TUSLA

An Oifigeachlaíocht na  
hAonán agus an Oigheáil  
Child and Family Agency





## SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

### **CALL FOR FARMERS IN SNEEM / BLACKWATER / TEMPLENOE AREA TO JOIN THE 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 OR Job Seekers Allowance and 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 Scheme 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 indoors and outdoors.
- 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 scheme.

**For further information please contact;**

**RSS Area Supervisor: John McCrohan; 087/6187629. OR**

**RSS Manager: Joseph McCrohan.087/2849165.**





Creative  
Places  
**Cumas  
Ceantar**

## Creative Places Coordinator, Gaeltacht Uíbh Ráthaigh

**Application deadline: Thursday, 27<sup>th</sup> July 2023**

Comhchoiste Gaeltacht Uíbh Ráthaigh seeks to employ a Coordinator for the 3-year Creative Places project in Gaeltacht Uíbh Ráthaigh.

This is an essential role that will engage with the local communities, inclusive of arts and cultural workers and practitioners locally as well as key local and regional development organisations.

The role is part-time and flexible, ranging on average from 3 - 4.5 days per week, as agreed and as per project needs. This will be a fixed-term 36-month contract of employment, with some limited scope for expansion/contraction. Applicants who can work as Gaeilge will be prioritised.

For job description and queries please email [aine@comhchoiste.ie](mailto:aine@comhchoiste.ie) with 'Creative Places Uíbh Ráthaigh – Coordinator Role' as the subject line.



Creative  
Places  
**Cumas  
Ceantar**

the **arts**  
council  
by chomhairle  
**ealaíon**

**Creative Places Uíbh Ráthaigh**  
is part of the national Creative  
Places programme developed  
and funded by the Arts Council.

## Jobs Sheet Publishing Info



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.

South Kerry Development  
Partnership CLG.,

37A High St.,

Killarney,

Co. Kerry

Tel: 064 6636572

Email: [info@skdp.net](mailto:info@skdp.net)

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**Do you wish to have a job included in the next  
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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\*\***



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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