

MARCH 22ND 2024

WEEK 12

**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

## CLERICAL OFFICER

<b>Employer:</b>	CPL, Tralee, County Kerry
<b>Duties include:</b>	<p>* Cpl has an immediate requirement for a Clerical Officer (Grade III) to provide administration support to a Healthcare Service in Killarney, Co. Kerry.</p> <ul style="list-style-type: none"> <li>• Managing emails and correspondence</li> <li>• Updating shared folders</li> <li>• Liaising with family members</li> <li>• Handling phone calls coming into the service and fielding/taking messages as appropriate</li> <li>• Maintaining and inputting statistics into Excel</li> <li>• File preparation and uploading documents to the database</li> <li>• Supporting with roster management</li> </ul> <p>Job Type: 3 Month Temporary Contract (possibility of extension) Salary: €15.33 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• At least 6 months of professional clerical/ administration experience desired</li> <li>• Experience in a healthcare setting desirable</li> <li>• High proficiency with Microsoft Office Word, Excel, Outlook</li> <li>• Excellent communication and interpersonal skills</li> <li>• Excellent phone manner and ability to handle difficult calls</li> <li>• High attention to detail and organisation</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Cpl-Recruitment?from=mobviewjob&amp;tk=1hos4596djkaa800&amp;fromjk=0f7ecdd11f0d05d8&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Cpl-Recruitment?from=mobviewjob&amp;tk=1hos4596djkaa800&amp;fromjk=0f7ecdd11f0d05d8&amp;attributionid=mobvjcmp</a>

## PHARMACY SALES ASSISTANT

<b>Employer:</b>	O' Neill's Allcare Pharmacy, Cahersiveen, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Assist customers with retail sale and medicine sales and advice.</li> </ul> <p>All training will be provided Job Type: Full-time, Contract Salary: €26,000–€30,000 a year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Successful candidate will have a positive attitude and a friendly personality.</li> <li>• Being a reliable, trustworthy part of a team is absolutely essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="mailto:oneills@allcarepharmacy.ie">Email CV to: oneills@allcarepharmacy.ie</a>

## BAR STAFF

<b>Employer:</b>	Gleneagle Hotel & INEC Arena, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Serving beverages to guests in a variety of bars</li> <li>• Comply with all cash handling, stock security policies</li> <li>• Greet all of our guests in a warm manner</li> <li>• Familiarise yourself with the food and drink products particularly daily specials and local beverages so you can assist your guest in their choices</li> <li>• Anticipate the needs of the guest</li> <li>• For food service use your knowledge to take accurate orders and work with the kitchen team to serve the meal in a timely manner</li> <li>• Participate as part of the team and take pride in your work environment, ensuring that the bar is kept well stocked and to a very high standard of cleanliness</li> </ul>
<b>Requirements include:</b>	<p>Job Type: Full-time</p> <ul style="list-style-type: none"> <li>• Previous experience in a bar is essential and experience in a food service environment is an advantage</li> <li>• An outgoing personality and a great communicator</li> <li>• A team player who takes pleasure in achieving goals as part of our wider team</li> <li>• Previous experience in Bar &amp; Food service is preferred, but not essential</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Gleneagle-Group?from=mobviewjob&amp;tk=1hpgllqgjlg9k80q&amp;fromjk=8da91bbf7dcd001b&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Gleneagle-Group?from=mobviewjob&amp;tk=1hpgllqgjlg9k80q&amp;fromjk=8da91bbf7dcd001b&amp;attributionid=mobvjcmp</a>

## COUNTER ASSISTANT

<b>Employer:</b>	MJs Restaurant, Clash, Tralee, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Our new Deli/Carvery has now opened and we are recruiting for the position of a Counter Assistant</li> <li>• Minimum of 1 years experience in a salad &amp; sandwich bar/ carvery and be able to operate a Till</li> <li>• Must also be available for flexible hours including weekends</li> <li>• Good customer care skills and the ability to work in a busy environment are essential for this position</li> <li>• Must speak fluent English</li> </ul> <p>Job Type: Full-time, Part-time, Permanent</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Knockbrack-Catering-Ltd.?from=mobviewjob&amp;tk=1hpgmtl4elg9k812&amp;fromjk=f479002d265861ce&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Knockbrack-Catering-Ltd.?from=mobviewjob&amp;tk=1hpgmtl4elg9k812&amp;fromjk=f479002d265861ce&amp;attributionid=mobvjcmp</a>

## CUSTOMER CARE AGENT

<b>Employer:</b>	Schoolbooks.ie, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Serve as the primary point of contact for customers, providing assistance and guidance with ordering processes and inquiries</li> <li>• Liaising with our warehouse fulfillment team and couriers</li> <li>• Educate customers, particularly schools, on the Free School-books Scheme and assist them in navigating the ordering procedures</li> <li>• Creating and issuing quotations</li> <li>• Creating and reviewing orders</li> <li>• Dealing with customer returns and refunds</li> <li>• Ensure the adoption of company values in everyday tasks, communication and work</li> <li>• Collaborate with internal teams to ensure accurate and timely processing of orders and deliveries and to improve the Schoolbooks.ie customer experience</li> </ul> <p>Job Type: Full-time, Fixed term Contract length: 6 months. Expected hours: 35 per week Salary: €13.00-€14.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Strong customer service orientation with excellent communication and interpersonal skills</li> <li>• Strong knowledge of microsoft excel and data entry</li> <li>• Ability to effectively manage multiple tasks and prioritize workload in a fast-paced environment</li> <li>• A reliable, flexible, punctual, and customer-friendly person who works well in a team</li> <li>• Previous experience in customer services or in a customer-facing role</li> <li>• The ability to maintain a high level of service during high-pressure points during the season</li> <li>• A reliable, flexible, punctual and customer-friendly person who works well in a team</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Schoolbooks.ie-2?from=mobviewjob&amp;tk=1hpb82br3lgah800&amp;fromjk=07e09bb1b842cc0a&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Schoolbooks.ie-2?from=mobviewjob&amp;tk=1hpb82br3lgah800&amp;fromjk=07e09bb1b842cc0a&amp;attributionid=mobvjcmp</a>

## PACKER

<b>Employer:</b>	Garveys Gourmet Kitchen, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Picking and packing our ready to eat salads and meals for distribution to our shops</li> </ul> <p>Job Type: Full-time</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Garveys-Gourmet-Kitchen?from=mobviewjob&amp;tk=1hpb1bvjmn9t800&amp;fromjk=76f321124050e549&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Garveys-Gourmet-Kitchen?from=mobviewjob&amp;tk=1hpb1bvjmn9t800&amp;fromjk=76f321124050e549&amp;attributionid=mobvjcmp</a>

## ACCOMMODATION SUPERVISOR

<b>Employer:</b>	The Great Southern Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• To be aware of the day's business both in room occupancy, special requirements and VIP needs.</li> <li>• Liaise with reception regarding room moves, VIP guests, special needs and act on any information given.</li> <li>• Issue keys, room lists, check lists and cleaning schedules</li> <li>• Check all work given to the staff throughout the day to ensure standards are being adhered to.</li> <li>• Maintain stock levels of stationary, linen, towels and amenity requirements in order to ensure consistency in standards.</li> <li>• To actively train all staff.</li> <li>• Carry out ad hoc cleaning duties as necessary or as requested by the management team</li> </ul> <p>Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• At least 2 year experience in a similar role at 4* or 5* level</li> <li>• The ability to use Microsoft office applications and Hotsoft</li> <li>• Great communication skills</li> <li>• Fluent English (written and verbal)</li> <li>• Have the ability to supervise and train staff members ensuring high levels of service and accuracy</li> <li>• Possess the ability to work under pressure</li> <li>• Have excellent organisational skills</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=1hpdnvhdhkc7800&amp;fromjk=b1660db2e4ef21ef&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Great-Southern-Hotel-2?from=mobviewjob&amp;tk=1hpdnvhdhkc7800&amp;fromjk=b1660db2e4ef21ef&amp;attributionid=mobvjcmp</a>

## ACCOUNTS ASSISTANT

<b>Employer:</b>	Orchid Accountants ULC, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Work-papers preparation to trial balance for company and sole trade accounts</li> <li>• Preparation of tax returns and related supporting documentation to include Form 11, Form 12, CT1, VAT3</li> <li>• Dealing with client queries in support of management team</li> </ul> <p>Job Type: Full-time Salary: €32,000.00-€35,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Accountancy Practice: 3 years</li> <li>• English Language</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Orchid-Accountants-Ulc?from=mobviewjob&amp;tk=1hpgmapkukcpd80c&amp;fromjk=9f64b0c902ca4633&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Orchid-Accountants-Ulc?from=mobviewjob&amp;tk=1hpgmapkukcpd80c&amp;fromjk=9f64b0c902ca4633&amp;attributionid=mobvjcmp</a>

## GENERAL MAINTENANCE ASSISTANT

<b>Employer:</b>	Muckcross Park Hotel & Spa, Killarney, County Kerry
<b>Requirements include:</b>	<p>General Maintenance Assistant (mainly for gardening &amp; painting role) to join the Maintenance team with the following requirements:</p> <ul style="list-style-type: none"> <li>• 2 years experience in a similar maintenance role</li> <li>• Excellent communication, interpersonal and organisational skills</li> <li>• Must have good multitasking skills</li> <li>• The ability to communicate effectively, both over the telephone and face to face is essential</li> <li>• Planning and organisational skills are also required as the role requires balancing many different duties and being able to prioritise them</li> <li>• Ability to accurately complete tasks assignments &amp; responsibilities in a timely manner</li> <li>• Dependable and flexible, able to work independently as well as part of a team</li> <li>• Educated to Leaving Certificate Level</li> <li>• Knowledge of IT</li> <li>• A basic understanding of good health &amp; safety practices</li> </ul> <p>Job Type: Full-time</p>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/general-assistant/muckcross-park-hotel-spa-job102254686">https://www.irishjobs.ie/job/general-assistant/muckcross-park-hotel-spa-job102254686</a>

## OFFICE ADMINISTRATION ASSISTANT

<b>Employer:</b>	RVR Energy Technology, Kenmare, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Be an efficient first point of contact for customers who phone, email, and/or drop into our office</li> <li>• Help out in our busy sales and operations office teams</li> <li>• Assist with other tasks such as paperwork, filing etc</li> </ul> <p>Job Type: Full-time, Permanent</p> <p>We are also open to a hybrid office / remote arrangement if there is a longer commute involved.</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Fluent English is essential.</li> <li>• A good working knowledge of Microsoft office, email etc is essential. Previous experience working in an office is a major advantage but is not essential as long as you are confident in handling customer calls.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Rvr-Energy-Technology?from=mobviewjob&amp;tk=1hpgd5hfjkl800&amp;fromjk=629c48dd6919a744&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Rvr-Energy-Technology?from=mobviewjob&amp;tk=1hpgd5hfjkl800&amp;fromjk=629c48dd6919a744&amp;attributionid=mobvjcmp</a>

**RECEPTIONIST**

<b>Employer:</b>	Overland Ireland Tours, Dingle, County Kerry
<b>Duties include:</b>	<p>We are looking for a receptionist to join our team in the Dingle Marina Lodge.</p> <ul style="list-style-type: none"> <li>• Checking in clients</li> <li>• Taking phone calls</li> <li>• Answering emails.</li> <li>• The guest house also has an e-bike business, so part of the job will be to explain the bike experience to the guests</li> <li>• Provide them with the bikes and helmets</li> <li>• Charge the batteries and the helmets</li> <li>• Provide the guests with a safety briefing and demonstration</li> </ul> <p>Job Type: Full-time, Part-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Written &amp; Spoken English required for this Role.</li> <li>• Weekend availability</li> </ul> <p>Full training will be provided.</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Overland-Ireland-Tours?from=mobviewjob&amp;tk=1hpgfs61ei99i800&amp;fromjk=73f2200be2db7609&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Overland-Ireland-Tours?from=mobviewjob&amp;tk=1hpgfs61ei99i800&amp;fromjk=73f2200be2db7609&amp;attributionid=mobvjcmp</a>

**SHOP SALES REPRESENTATIVE**

<b>Employer:</b>	Würth, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Opening and closing store</li> <li>• Day-to-day responsibility of the trade outlet</li> <li>• Supervision and development of assistants</li> <li>• Stock replacement following daily DPD delivery</li> <li>• Store security</li> <li>• Cash &amp; Credit card handling &amp; banking</li> <li>• Stock control and replenishment</li> <li>• Order processing, Value added selling</li> <li>• Regular store cleaning</li> <li>• Handling telephone enquiries</li> <li>• Open Day Preparation/Product demonstrations</li> <li>• Alarm callout</li> <li>• Ensuring that the stores are kept clean and tidy at all times</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Organisational abilities</li> <li>• PC literate</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/W%C3%BCrth-1?from=mobviewjob&amp;tk=1hpggcdkricb2800&amp;fromjk=5ff666f75fe6beb4&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/W%C3%BCrth-1?from=mobviewjob&amp;tk=1hpggcdkricb2800&amp;fromjk=5ff666f75fe6beb4&amp;attributionid=mobvjcmp</a>



## EARLY YEARS/ MONTESSORI EDUCATOR

<b>Employer:</b>	Montessori House Of Children, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Present engaging and age-appropriate materials that align with Montessori principles.</li> <li>• Foster an atmosphere of calm, respect, independence and exploration within the prepared environment.</li> <li>• Maintain a safe, clean prepared environment that facilitates an emergent curriculum.</li> <li>• Collaborate with colleagues and parents to support each child's unique development journey.</li> <li>• Provide children with guidance, support and be a positive role model. This includes reflecting our healthy eating policy which we encourage.</li> <li>• Embrace continuous learning and professional growth opportunities.</li> </ul> <p>Job Types: Full-time, Part-time, Permanent Salary: €14.00-€16.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Qualified Early Years Educator</li> <li>• Fluent English communication skills to ensure effective interaction with students, parents, and colleagues.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Montessori-House-of-Children?from=mobviewjob&amp;tk=1hpgf64fuj6f9800&amp;fromjk=6ddc7ff860ee03c7&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Montessori-House-of-Children?from=mobviewjob&amp;tk=1hpgf64fuj6f9800&amp;fromjk=6ddc7ff860ee03c7&amp;attributionid=mobvjcmp</a>

## TRAINEE HR MANAGER

<b>Employer:</b>	Dunnes Stores, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• The primary job functions of the HR Manager will be to provide a complete Human Resource service to the store. To ensure the store complies with all legislation and policy relating to HR issues.</li> </ul> <p>Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Good communication, coaching and leadership skills</li> <li>• Customer focused</li> <li>• Organisational and time management skills</li> <li>• Strong interpersonal and people management skills</li> <li>• Commercial mind-set</li> <li>• Problem solving &amp; decision making</li> <li>• Third Level H.R degree or equivalent preferable but not essential</li> <li>• Retail or Service Sector experience essential</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/trainee-hr/dunnes-stores-job102182466">https://www.irishjobs.ie/job/trainee-hr/dunnes-stores-job102182466</a>



## MEDICAL SECRETARY

**Employer:** Killorglin, County Kerry

**Duties include:**

- Greet all patients on arrival.
- Provide efficient audio, copy typing, and word processing service for GP and Health Professionals as required. This includes the typing of letters, reports, patient referrals, minutes, memorandums etc in an accurate and quality manner.
- Process referral of patients to hospitals.
- Resolving problems that arise.
- Assist with clerical and administrative duties.
- Make appointments, bookings, and admissions as required.
- Maintain filing and administrative systems.
- Retrieve medical records and assist in the completion of medical / insurance records.
- File patient records and correspondence for patient medical records.
- Receive incoming and initiate outgoing telephone calls in order to deal with appropriate queries.

**For full details and to apply:** <https://redchairrecruitment.ie/job/medical-secretary/>

## WELCOME ADVISOR

**Employer:** Bank of Ireland, Tralee, County Kerry

**Duties include:**

- Engage with customers to deliver a professional and friendly customer service.
- Recognise and refer selling opportunities onto relevant teams.
- Handle the flow of customers through the Branch.
- Identify and recommend products options to customers.
- Handle all basic queries.

Job Type: Full-time

**Requirements include:**

- A consistent record in delivering an outstanding customer service, demonstrating excellent communication and interpersonal skills with an ability to work efficiently as part of a team.
- Self-motivated with a passion to achieve goals and identify sales leads and referrals.

There are no specific qualifications or minimum educational requirements needed for this role.

**For full details and to apply:** <https://ie.indeed.com/cmp/Bank-of-Ireland?from=mobviewjob&tk=1hpdms8qr2909000&fromjk=49d5fb90a2ca817f&attributionid=mobvjcmp>

## RECEPTIONIST/FACILITIES COORDINATOR

<b>Employer:</b>	Pierse Fitzgibbon Solicitors LLP, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Engage with clients, suppliers and staff in a very professional manner</li> <li>Keep the Reception and Consultation Rooms in good order and manage room diaries</li> <li>Manage high volume call activity, scheduling appointments etc..</li> <li>Responsible for managing the postal function – inbound and outbound</li> <li>Dealing with office facilities, ordering office supplies and managing facility security and trades people</li> <li>Assist in maintaining the ISO standards of the firm, along with the Law Society Requirements</li> <li>Provide backup assistance to any other area of the firm when necessary</li> </ul> <p>Job Type: Full-time, Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>At least five years professional service experience is required</li> <li>The ability to work in a high-volume business and to respond to changing environments</li> <li>The ability to multi-task, be highly motivated, positive and flexible</li> <li>Excellent telephone skills, organisational skills, and accuracy</li> <li>Good IT skills and proficient knowledge of all Microsoft applications</li> <li>The ability to work independently and as part of a team</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Pierse-Fitzgibbon-Solicitors-LLP-1?from=mobviewjob&amp;tk=1hpbgt6c5mn8i800&amp;fromjk=31b8c13213186dff&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Pierse-Fitzgibbon-Solicitors-LLP-1?from=mobviewjob&amp;tk=1hpbgt6c5mn8i800&amp;fromjk=31b8c13213186dff&amp;attributionid=mobvjcmp</a>

## FOOD & BEVERAGE ASSISTANT

<b>Employer:</b>	Killarney Oaks Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Greeting our customers in a warm, welcoming manner</li> <li>Taking food &amp; beverage orders from customers, while maintaining our four star service standards</li> <li>Completing set up &amp; cleaning duties</li> <li>Up selling hotel products &amp; services</li> <li>Ensuring guest satisfactions at all times</li> </ul> <p>Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Experience is an advantage but not a requirement as full training will be given to successful candidates</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Oaks-Hotel?from=mobviewjob&amp;tk=1hpbhd0hpmn8j801&amp;fromjk=1d8648bd09085971&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Oaks-Hotel?from=mobviewjob&amp;tk=1hpbhd0hpmn8j801&amp;fromjk=1d8648bd09085971&amp;attributionid=mobvjcmp</a>

## GELATO MAKER

<b>Employer:</b>	Gino's Gelato, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Meet and exceed customer expectation through active customer interaction.</li> <li>• Make Gelato fresh every day and produce to company standard and recipes.</li> <li>• Stock control and ordering of product.</li> <li>• Ensure a clean and safe environment is provided at all times for your team and customers alike.</li> <li>• Ensure all company policies are implemented at all times, especially HACCP and Food Safety.</li> </ul> <p>Job Type: Permanent. 35-40 hrs a week Salary: €13.50 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• The successful candidate will need to enjoy customer interaction, deliver excellent customer service, and have a flair for the creative.</li> <li>• Previous experience is preferred but not essential as full training will be provided.</li> <li>• Ideally candidate will live locally and there is a competitive remuneration package on offer.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Gino's-Gelato?from=mobviewjob&amp;tk=1hpdsp0c0k99080p&amp;fromjk=dd31a6de9f0d9840&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Gino's-Gelato?from=mobviewjob&amp;tk=1hpdsp0c0k99080p&amp;fromjk=dd31a6de9f0d9840&amp;attributionid=mobvjcmp</a>

## CUSTOMER SALES ASSISTANT

<b>Employer:</b>	Lidl, Kenmare, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Maintaining store cleanliness and hygiene standards</li> <li>• Ensuring the correct quantity and quality of goods are made available to our customers</li> <li>• Following freshness and rotation principles</li> <li>• Preparing, baking and displaying bakery products</li> <li>• Ensuring all waste is managed correctly</li> <li>• Assisting in the stock count process</li> </ul> <p>Job Type: Full-time Salary €14.80 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• A can-do attitude and excellent customer service skills</li> <li>• Responsible, reliable and enjoy working in a fast paced environment</li> <li>• A good team player</li> <li>• Preferably, previous experience in a customer facing role</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Lidl?from=mobviewjob&amp;tk=1hpd1d0plg8q800&amp;fromjk=a3996e257f491b34&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Lidl?from=mobviewjob&amp;tk=1hpd1d0plg8q800&amp;fromjk=a3996e257f491b34&amp;attributionid=mobvjcmp</a>

## ACCOMMODATION ASSISTANT

<b>Employer:</b>	Scotts Hotel, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>The Role involves delivering a consistently high standard of guest service while building and maintaining excellent client relationships. You should have a good personality, good people skills, be guest orientated, have a caring attitude and a fine attention to detail. An excellent command of the English language is essential. Previous experience in a hotel is essential.</li> <li>This role is a variable hours position; hours of work would be based on business needs so the candidate must be fully flexible.</li> </ul> <p>Job Type: Full-time Salary: From €12.70 per hour</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Killarney-Visitor-Centre?from=mobviewjob&amp;tk=1hpbhovh22qte001&amp;fromjk=2508b9bbc8253ed9&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Killarney-Visitor-Centre?from=mobviewjob&amp;tk=1hpbhovh22qte001&amp;fromjk=2508b9bbc8253ed9&amp;attributionid=mobvjcmp</a>

## KITCHEN PORTER/KITCHEN ASSISTANT

<b>Employer:</b>	Foleys Townhouse & Restaurant, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Basic food preparation.</li> <li>Cleaning crockery, cutlery, pots &amp; pans and ensuring food preparation sites are clean.</li> <li>Ensuring work surfaces, floors and walls are clean and sanitised.</li> <li>Complying with Health Safety and HACCP regulations.</li> </ul>
<b>For full details and to apply:</b>	<a href="mailto:info@foleystownhouse.com">Email. info@foleystownhouse.com</a> Tel. 064 6631217

## FRONT OF HOUSE/WAITING STAFF

<b>Employer:</b>	Sheehy's Anchor Down, Dingle, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Serve and present food and drinks in a quick, efficient and friendly manner</li> <li>Ensure the premises is maintained in a clean and presentable manner</li> </ul> <p>Job Type: Full-time, Part-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Deliver excellent customer service</li> <li>Good communication skills</li> <li>Be motivated and organised</li> <li>Be Fluent in English</li> <li>Experience desirable but not essential</li> </ul>
<b>For full details and to apply:</b>	<a href="mailto:sheehysfish@hotmail.com">Please send your cv to sheehysfish@hotmail.com</a> or phone (066) 9151545

## TOUR GUIDE

<b>Employer:</b>	Skellig Six18 Distillery & Visitor Experience Centre, Cahersiveen, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Take responsibility for day-day tour bookings online and onsite at the reception.</li> <li>• Perform opening and closing duties within the Visitor Experience.</li> <li>• Advanced verbal and communication skills.</li> <li>• When required conduct guided tours of our gin &amp; whiskey distillery</li> <li>• Ensure gift shop is fully stocked at all times. Merchandising and keeping the store to a high standard.</li> <li>• Ensure that the correct daily cash reconciliation procedures are followed.</li> <li>• Assist with other duties assigned by the Visitor Experience Manager.</li> <li>• Always adhere to Health &amp; Safety rules.</li> </ul> <p>Job Type: Full-time, Part-time Salary: From €12.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Multi-skilled, flexible and enthusiastic with absolute attention to detail.</li> <li>• Candidates must be legally entitled to work in the Republic of Ireland, we cannot assist with working visas.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Skellig-Six18-Distillery-&amp;-Visitor-Experience-Centre?from=mobviewjob&amp;tk=1houf0f37jtuo817&amp;fromjk=5d8a297e1740f293&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Skellig-Six18-Distillery-&amp;-Visitor-Experience-Centre? from=mobviewjob&amp;tk=1houf0f37jtuo817&amp;fromjk=5d8a297e1740f293&amp;attributionid=mobvjcmp</a>

## RETAIL ASSISTANT

<b>Employer:</b>	The Range, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Your day will be varied, from delivering service at the till to engaging with customers to help them find their ideal products.</li> <li>• You will need to have a flexible approach as there will be times when you will be supporting other areas of the Store to meet the business needs.</li> <li>• Previous retail experience is NOT essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Range?from=mobviewjob&amp;tk=1houdo72g2fec000&amp;fromjk=3e6eb21113f2f277&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Range? from=mobviewjob&amp;tk=1houdo72g2fec000&amp;fromjk=3e6eb21113f2f277&amp;attributionid=mobvjcmp</a>

## GENERAL OPERATIVE

<b>Employer:</b>	Ard-Ri Group, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Ensure that the warehouse/store is always kept tidy.</li> <li>• Follow direction of team leader to ensure duties are carried out to the highest standards.</li> <li>• Picking and dispatching of goods.</li> <li>• Loading and unloading of containers.</li> <li>• Actively safeguard against theft of goods or company property by being security conscious.</li> <li>• Work and communicate as a team member to ensure the warehouse operates efficiently and effectively within company policy.</li> <li>• Perform any other duties as may be deemed necessary or as may be required by the company.</li> </ul>
	<p>Job Type: Full-time</p> <p>Salary: From €13.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Counter Balance/ Reach Lift Certification is preferred.</li> <li>• Relevant experience working in a busy warehouse/workshop is necessary</li> <li>• Work as part of a team and have a good level of customer care.</li> <li>• You must speak fluent English, be hard working and have the ability to take direction in a fast -paced environment.</li> <li>• Conscientious and excellent attention to detail.</li> <li>• Ability to work on your own initiative.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Ard--ri-Group?from=mobviewjob&amp;tk=1hos5mthjkjhg801&amp;fromjk=e76aa5cb80887836&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Ard--ri-Group?from=mobviewjob&amp;tk=1hos5mthjkjhg801&amp;fromjk=e76aa5cb80887836&amp;attributionid=mobvjcmp</a>

## GARDEN CENTRE ASSISTANT

<b>Employer:</b>	Kerryflowers Ltd., Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Deal with customers on a daily basis</li> <li>• Stock take and keep all retail areas clean and tidy</li> </ul>
	<p>Job Type: Full-time, Part-time</p> <p>Salary: €24,076.74–€36,269.03 a year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Good plant knowledge of the horticulture industry</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Kerryflowersltd?from=mobviewjob&amp;tk=1houc4d4njrj3801&amp;fromjk=07ea3cf3fed42c2f&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Kerryflowersltd?from=mobviewjob&amp;tk=1houc4d4njrj3801&amp;fromjk=07ea3cf3fed42c2f&amp;attributionid=mobvjcmp</a>

## LORRY DRIVER

<b>Employer:</b>	McMahons Builders Providers, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Operating a HIAB Crane Lorry</li> <li>• Servicing our customers in the wider Tralee and surrounding areas on the national roads network.</li> <li>• Experience in multi drop (generally up to five drops per day) to our existing customer network, primarily forklift unloading.</li> <li>• Assisting in the yard and warehouse when not on deliveries</li> <li>• Working closely with all branch staff</li> <li>• Following company policies and procedures from an operational and health and safety perspective.</li> <li>• Training will be provided on Load Securement, Forklift, Manual Handling and other training as required.</li> <li>• Company mobile phone, all PPE and Uniform supplied.</li> <li>• Competitive rate, company pension, employee assistance program and death in service benefit.</li> </ul> <p>Job Types: Full-time, Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• A clean "HGV2" or higher driving licence</li> <li>• Minimum 5 years experience</li> <li>• Digital taco card required</li> <li>• CPC card up to date (5 modules)</li> <li>• Safepass certified (training provided)</li> <li>• Forklift licence</li> <li>• Good communication and interpersonal skills.</li> <li>• A positive can-do attitude, self-motivated with the ability to work on their own initiative</li> </ul>
<b>For full details and to apply:</b>	<i><a href="#">Send CV to The H.R. Department, James McMahon Ltd. Ashbourne Hall, Dock Road, Limerick</a></i>

## INSTORE TEAM MEMBER

<b>Employer:</b>	Maano Foods Ltd T/A Domino's Pizza, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We are currently recruiting Team Members in our Tralee branch.</li> <li>• Experience isn't necessary as we'll provide you with a full induction and training programme.</li> <li>• All roles will include working shifts during evenings &amp; weekends over a 7 day period.</li> </ul> <p>Job Type: Full-time, Part-time Salary: €10.50-€11.50 per hour</p>
<b>For full details and to apply:</b>	<i><a href="https://ie.indeed.com/cmp/Maano-Foods-Cork-Ltd?from=mobviewjob&amp;tk=1hounrilc2fnr002&amp;fromjk=fbde1d5bc844d790&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Maano-Foods-Cork-Ltd?from=mobviewjob&amp;tk=1hounrilc2fnr002&amp;fromjk=fbde1d5bc844d790&amp;attributionid=mobvjcmp</a></i>



## CUSTOMER SERVICE REPRESENTATIVES - IRISH LANGUAGE

<b>Employer:</b>	Fexco, Killorglin, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>Effectively managing a customer database through accurate and efficient data entry</li> <li>Investigating and resolving customer queries through first contact resolution where possible</li> <li>Adhering strictly to data protection (GDPR) and confidentiality laws</li> <li>Working in a fast paced environment, your training will equip you to provide relevant advice to customers via phone, email and webchat</li> <li>Must be customer focused, team oriented, enthusiastic, motivated, enjoy working in a target driven environment, have strong computer skills and have the ability to communicate in Irish (both written and verbal)</li> </ul> <p>Job Type: Full-time, Permanent</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Fexco?from=mobviewjob&amp;tk=1houmrs8ojtut800&amp;fromjk=328bbf6d0eb4995a&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Fexco?from=mobviewjob&amp;tk=1houmrs8ojtut800&amp;fromjk=328bbf6d0eb4995a&amp;attributionid=mobvjcmp</a>

## FRONT OF HOUSE HOTEL ASSISTANT

<b>Employer:</b>	The Fairview Boutique Hotel, Killarney, County Kerry
<b>Duties include:</b>	<p>* This is a hands-on all-rounder role who must provide front-of-house service to guests while also working closely with the reception.</p> <ul style="list-style-type: none"> <li>Help guests with luggage</li> <li>Keep the outside and public areas clean and tidy</li> <li>Maintain the laundry</li> <li>Cover the reception desk</li> <li>Serve basic beverages and stock the bar</li> <li>Carry out any other reasonable requests made by management</li> <li>Assist in the dining room when necessary</li> </ul> <p>Job Type: Full-time, Part-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Have experience in the hospitality sector</li> <li>Fluent English is essential</li> <li>Good customer service</li> <li>Energetic and vibrant personality with a positive work attitude</li> <li>Ability to work on own initiative and within a team</li> <li>Basic IT skills</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Fairview-Hotel,-Killarney?from=mobviewjob&amp;tk=1houp1ekajrij800&amp;fromjk=d4d4f4597a2aa93c&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Fairview-Hotel,-Killarney?from=mobviewjob&amp;tk=1houp1ekajrij800&amp;fromjk=d4d4f4597a2aa93c&amp;attributionid=mobvjcmp</a>

## SERVICE MANAGER

<b>Employer:</b>	Aherns Motor Group, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Aherns Motor Group are looking for a Service Manager for OPEL, SEAT, RENAULT &amp; DACIA Workshop.</li> <li>Extensive after sales experience at retail level is a necessity.</li> <li>You will have ownership and responsibility to Manage the department, improve KPI's and work closely with our manufacturer partners to meet targets.</li> <li>An ability to assess dealership after sales performances, increasing revenues.</li> <li>Service Manager After Sales Service Delivery Management Service Development Staff Management Quality of service Excellent communication skills</li> </ul>
	Job Type: Full-time
<b>For full details and to apply:</b>	<a href="https://www.jobs.ie/job/service-manager/aherns-motor-group-job102209101">https://www.jobs.ie/job/service-manager/aherns-motor-group-job102209101</a>

## GENERAL OPERATIVE/DRIVER

<b>Employer:</b>	O'Sheas Fruit & Veg, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Preparation of Fruit and Vegetables</li> <li>Assembly of orders - All orders must be assembled by driver before leaving depot</li> <li>Delivery of orders</li> <li>General warehouse duties</li> </ul>
	Job Type: Full-time
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Good knowledge of the Kerry area is essential.</li> <li>Good Hygiene and Safety Practice.</li> <li>Must be over 23 years of age for insurance purposes</li> <li>Fluent English is essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/O'sheas-Fruit-&amp;-Veg-1?from=mobviewjob&amp;tk=1houpj66fjtu4805&amp;fromjk=6c1c239586eb1a3&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/O'sheas-Fruit-&amp;-Veg-1?from=mobviewjob&amp;tk=1houpj66fjtu4805&amp;fromjk=6c1c239586eb1a3&amp;attributionid=mobvjcmp</a>

## SENIOR RECEPTIONIST

<b>Employer:</b>	Benners Hotel, Upper Castle St., Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>This role involves greeting guests, answering phones and taking bookings, all while maintaining a professional composure throughout these interactions with the guests and the customers</li> </ul>
	Job Type: Full-time, Part-time
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Kerry-Delicatessen-Ltd.?from=mobviewjob&amp;tk=1hpbcf0ermn9s800&amp;fromjk=5d0208d542f2a3fd&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Kerry-Delicatessen-Ltd.?from=mobviewjob&amp;tk=1hpbcf0ermn9s800&amp;fromjk=5d0208d542f2a3fd&amp;attributionid=mobvjcmp</a>

## PLANT TIME AND ATTENDANCE ADMINISTRATOR

<b>Employer:</b>	KERRY GROUP, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Administration of payroll for our weekly paid employees.</li> <li>• Ensuring accuracy of relevant data required for payroll including, rates or pay etc</li> <li>• Providing day to day HR and T&amp;A administration support</li> <li>• Assisting with implementation of site wage agreements and cooperating with Global Business Services and ICT Teams to ensure prompt and accurate application of any new wage agreement rates and rules</li> <li>• Assisting with audits</li> <li>• Ensuring Time and Attendance System is up to date</li> <li>• Maintaining employees' leave balances and managing leave of absence requests</li> <li>• Monitoring and reporting on KPIs, raising issues for follow up with HR, Payroll and People Managers where appropriate</li> <li>• Completing regular and ad-hoc report</li> <li>• Maintaining electronic filing</li> <li>• Proactively supporting a variety of projects</li> </ul> <p>Job Type: Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• IPASS Qualification and previous payroll experience essential</li> <li>• Experience using SuccessFactors and Kronos systems - desirable</li> <li>• Good working knowledge and experience of Microsoft, specifically Outlook and Excel</li> <li>• Able to demonstrate absolute confidentiality in relation to sensitive information</li> <li>• Excellent written and verbal communication skills</li> <li>• Able to prioritize and manage own workload in a busy environment</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/plant-administrator/kerry-group-job102224730">https://www.irishjobs.ie/job/plant-administrator/kerry-group-job102224730</a>

## OFFICE/SALES ASSISTANT

<b>Employer:</b>	Windmill Glazing Ltd, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Dealing with customers, suppliers and daily accounts using Big Red Cloud Accounting Package</li> </ul> <p>Job Type: Full-time, Permanent Salary: From €28,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• IT Skills essential - word, email</li> <li>• Excellent spoken/written English</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Windmill-Glazing-Ltd?from=mobviewjob&amp;tk=1hpbbshas2ie1000&amp;fromjk=845d94749d59cb99&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Windmill-Glazing-Ltd?from=mobviewjob&amp;tk=1hpbbshas2ie1000&amp;fromjk=845d94749d59cb99&amp;attributionid=mobvjcmp</a>

## SCHOOL BUS CONTRACT DRIVERS & COACH DRIVERS

<b>Employer:</b>	Flynns Coaches, Killorglin, Co Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Flynn's Coaches have vacancies for School Bus Contract Drivers and also Full-time Coach Drivers.</li> <li>• Possess excellent driving skills.</li> <li>• A strong commitment to safety.</li> <li>• Outstanding customer service, and must display a passion for coach driving.</li> <li>• Category D licence.</li> </ul> <p>Competitive rates of pay for suitable candidates.</p>
<b>For full details and to apply:</b>	<a href="mailto:info@flynnscoaches.com">Call Kieran Flynn 087 9355512 or email info@flynnscoaches.com</a>

## ACCOMMODATION ASSISTANT

<b>Employer:</b>	Old Weir Lodge, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Clean hotel bedrooms, bathrooms and public areas</li> <li>• Report lost property and maintenance needs to relevant personnel</li> <li>• Greet guests in a friendly, professional manner</li> <li>• Ensure stock items in guest bedrooms and bathrooms are replenished</li> <li>• Check that all appliances and lights are in working order</li> <li>• Adhere to fire, hygiene and security policies</li> </ul> <p>Job Type: Full-time, Part-time. Expected hours: 20-27 per week Salary: €13.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Exercise a good level of initiative and independence</li> <li>• Availability to work unsupervised</li> <li>• Ability to remain calm and smile under pressure</li> <li>• Adaptable and flexible in approach to work when required</li> <li>• Have experience of working in a similar role</li> <li>• Excellent attention to detail</li> <li>• Keep accurate records and communicate clearly</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Old-Weir-Lodge?from=mobviewjob&amp;tk=1hpb7g86m2ie2000&amp;fromjk=bb057d5548a7a66b&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Old-Weir-Lodge?from=mobviewjob&amp;tk=1hpb7g86m2ie2000&amp;fromjk=bb057d5548a7a66b&amp;attributionid=mobvjcmp</a>

## HOTEL RECEPTIONIST

<b>Employer:</b>	Dingle Bay Hotel, Dingle, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We are looking for a receptionist to join our Front Office team.</li> <li>• Full training will be provided.</li> <li>• Written &amp; Spoken English required for this Role.</li> <li>• Job Type: Part-time</li> <li>• Salary: From €12.70 per hour</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Dingle-Bay-Hotel-2?from=mobviewjob&amp;tk=1hpdn9pkglg8t802&amp;fromjk=619e785ebba193d6&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Dingle-Bay-Hotel-2?from=mobviewjob&amp;tk=1hpdn9pkglg8t802&amp;fromjk=619e785ebba193d6&amp;attributionid=mobvjcmp</a>

**DRIVER**

**Employer:** SVP, Killorglin, County Kerry

**Duties include:**

- Assisting in the delivery of meals on wheels on a daily basis to service users throughout the local community, managing and maintain our transport vehicle in the process.

Job Type: Part-Time, Permanent

Salary Range: €13,670.02 per annum pro rata ( €14.21 p/h)

**Requirements include:**

- Driving experience with a Full Clean B/B1 License
- Excellent organisation skills
- An understanding and an interest in community development and social inclusion issues

**For full details and to apply:** <https://www.irishjobs.ie/job/driver/st-vincent-de-paul-svp-job102255924>

**FOOD SERVICE ASSISTANT**

**Employer:** Village Kitchen, Killarney, County Kerry

**Details include:**

- A busy family run cafe seeks servers with immediate start.
- Generous wages plus tips. 9 to 5 no evening or splits..
- Job Type: Full-time, Part-time
- Salary: €13.00-€14.27 per hour

**For full details and to apply:** <https://ie.indeed.com/cmp/Village-Kitchen-8?from=mobviewjob&tk=1hpgonbgqisvr801&fromjk=8b63ea8fd48549c9&attributionid=mobvjcmp>

**SALES ASSISTANT**

**Employer:** Flair Hair and Beauty Supplies, Tralee, County Kerry

**Duties include:**

- Actively approach customers to offer advice and guidance on products
- Ensure store is kept clean and welcoming to our customers
- Cash handling, stock control and ordering stock
- Ensure company health and safety procedures are followed

Job Type: Permanent Full Time, work 5 days a week, incl. Saturdays

Salary: From €11.50 per hour

**Requirements include:**

- Hair or Beauty qualifications preferred
- Experience in working with customers in a retail environment
- Organised, with a strong ability to multi-task under pressure
- Excellent communication skills and fluent English

**For full details and to apply:** <https://ie.indeed.com/cmp/Flair-Hair-and-Beauty-Supplies?from=mobviewjob&tk=1hpgouknki993801&fromjk=07b2b2e34cb71130&attributionid=mobvjcmp>

## RETAIL SALESPERSON

<b>Employer:</b>	Sarah Sigmar, Tralee, County Kerry
<b>Duties include:</b>	<p>A well-established retail trade company dealing in residential and commercial industry, with locations across Kerry and Limerick are looking for a Retail Salesperson in their Tralee store. This role is available on a full-time basis, for people who are team players with a background in bathroom/plumbing/tile industries.</p> <ul style="list-style-type: none"> <li>• Ensure first-class customer service and expert product advice to customers</li> <li>• Manage point of sale processes with cash handling and card transactions</li> <li>• Conduct product coding and pricing</li> <li>• Adhere to all health and safety procedures with reporting hazards to management</li> <li>• Maintain high standards of cleanliness and presentation throughout the store</li> </ul> <p>Job Type: Full-time, Permanent Salary: €28,000.00-€32,000.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• 2-3 years store and retail experience, preferably in bathrooms/stoves</li> <li>• Ability to work on own initiative</li> <li>• Proficient in computers and experience with stock control systems</li> <li>• Excellent interpersonal skills</li> <li>• Previous use of measurements an advantage</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Sarah-Sigmar?from=mobviewjob&amp;tk=1hpgpak1aj9jq800&amp;fromjk=ee3640c01651c4c0&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Sarah-Sigmar?from=mobviewjob&amp;tk=1hpgpak1aj9jq800&amp;fromjk=ee3640c01651c4c0&amp;attributionid=mobvjcmp</a>

## QUALIFIED BEAUTY THERAPIST/ MASSAGE THERAPIST/ NAIL TECHNICIAN

<b>Employer:</b>	Expose Beauty Lounge & Hair Studio, Tralee, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Excellent customer service &amp; communication skills</li> <li>• Work independently &amp; as part of a team</li> <li>• Experience in a busy salon environment is desirable</li> <li>• Job Type: Full-time, Part-time</li> <li>• Salary: From €13.00 per hour</li> <li>• Expected hours: 16 – 32 per week</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Expose-Beauty-Lounge-&amp;-Hair-Studio-1?from=mobviewjob&amp;tk=1hpgpnhrig914800&amp;fromjk=177ecff11a38d1cd&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Expose-Beauty-Lounge-&amp;-Hair-Studio-1?from=mobviewjob&amp;tk=1hpgpnhrig914800&amp;fromjk=177ecff11a38d1cd&amp;attributionid=mobvjcmp</a>

## VAN DELIVERY DRIVER

<b>Employer:</b>	FRS Recruitment, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Delivery of a range of products to customer locations mostly in Kerry with occasional deliveries to West Cork and West Limerick.</li> </ul> <p>Job Type: Full-time, Part-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Full Clean Category B driving licence.</li> <li>• Ability to commit to early starts from 6 am.</li> <li>• Flexible in working variable hours.</li> <li>• Strong customer service and interpersonal skills</li> <li>• Multi-drop delivery experience</li> <li>• Availability to work on Saturdays (will have a day off during the week)</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/delivery-van-driver/frs-recruitment-job102077754">https://www.irishjobs.ie/job/delivery-van-driver/frs-recruitment-job102077754</a>

## TAX MANAGER

<b>Employer:</b>	Accountancy Solutions , Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Managing tax consultancy and advisory assignments</li> <li>• Overseeing compliance across all tax headings</li> <li>• Providing internal “update briefings” to professional staff across the firm</li> <li>• Advising “High Net Worth” clients regarding business and investment matters</li> <li>• Dealing with tax queries from audit and accounting staff and Senior Management/Partners</li> <li>• Development of “tax products” for clients</li> <li>• Review of client files to identify taxation issues and opportunities</li> <li>• Meeting fee targets</li> <li>• Assisting with developing firms image by the publishing of technical articles on tax issues for internal and external publications</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• The candidate should have a number of year’s experience managing a large client allocation.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/tax-manager/accountancy-solutions-job102082986">https://www.irishjobs.ie/job/tax-manager/accountancy-solutions-job102082986</a>



## SUPPORT, WILD ATLANTIC WAY - LEVEL 7

<b>Employer:</b>	Failte Ireland, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the local Wild Atlantic Way team</li> <li>• Carry out all other duties as required and participate as a full member of the Wild Atlantic Way team by supporting different work projects, as required, from time to time</li> <li>• This role requires travel, with attendance at a number of national and regional locations / sites on an annual basis.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• The successful candidates will have a minimum of one to two years' experience in an administrative role.</li> <li>• A high level of proficiency in Microsoft Word and PowerPoint.</li> <li>• Essential Qualifications/Mandatory Training</li> <li>• A professional qualification (minimum Level 6 under the QQI Framework) in a related discipline is essential</li> <li>• Desirable Criteria</li> <li>• Previous experience in the Tourism Industry while not essential would be an advantage</li> <li>• Experience working with CRM and internal software packages desirable</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/support-wild-atlantic-way-level-7-002542-permanent-part-time/failte-ireland-job102081760">https://www.irishjobs.ie/job/support-wild-atlantic-way-level-7-002542-permanent-part-time/failte-ireland-job102081760</a>

## RESTAURANT SUPERVISOR

<b>Employer:</b>	Inn Between Bar & Restaurant, Beaufort, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• The role involves assisting food and beverage colleagues with daily activities in the restaurant, i.e. customer order taking,</li> <li>• Using electronic point of sale system</li> <li>• Issuing bills to customers</li> <li>• Handling of payments and maintenance of the customer tips Register.</li> <li>• Training and supervising staff.</li> </ul> <p>Job Type: Part-time, Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• A courteous, calm and focused manner is imperative in providing a consistently high standard of service.</li> <li>• Effective communication with kitchen and bar staff to ensure a strong knowledge of all dishes and beverages served.</li> <li>• Must be able to act as a self-starter and clearly understand work priorities.</li> <li>• Hospitality management: 1 year (preferred)</li> <li>• Restaurant: 3 years (required)</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Galvin's-Bar-Beaufort?from=mobviewjob&amp;tk=1hn87p30pj13a800&amp;fromjk=1b87f77cd18f9034&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Galvin's-Bar-Beaufort?from=mobviewjob&amp;tk=1hn87p30pj13a800&amp;fromjk=1b87f77cd18f9034&amp;attributionid=mobvjcmp</a>

## MECHANIC

<b>Employer:</b>	Foley's Auto Centre, Milltown, County Kerry
<b>Duties include:</b>	<p>A Mechanic is wanted for a busy garage in Mid Kerry. Duties to include:</p> <ul style="list-style-type: none"> <li>• General Mechanical work on Cars and Vans</li> <li>• Servicing &amp; Tyres</li> <li>• Timing Belts, Clutches and Turbos</li> <li>• NCT &amp; DOE work</li> </ul> <p>Job Type: Full-time, Permanent. Monday to Friday. Overtime &amp; weekend availability Salary: Based on experience. Paid holidays included</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Must have good knowledge in servicing, timing belts and diagnostics for all makes of cars</li> <li>• Good time keeping and attendance</li> <li>• Be able to work on own initiative</li> </ul>
<b>For full details and to apply:</b>	<p><a href="mailto:foleyautocentre@gmail.com">Contact Sharon / Joe 066 976 7900</a> <a href="mailto:foleyautocentre@gmail.com">foleyautocentre@gmail.com</a></p>

## SALES REPRESENTATIVE

<b>Employer:</b>	Integral Communications, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Represent our clients in a professional manner and achieve sales goals</li> <li>• Give sales presentations to a range of prospective customers and completing sales and closing interactions with customers in a positive manner</li> <li>• Be accountable for the delivery of defined KPI's</li> <li>• Ensure you are always maximising productivity in your role</li> <li>• Report a daily update on your sales performance</li> <li>• Consistently perform to a high level to achieve your sales goals</li> </ul> <p>Job Types: Full-time, Permanent Salary: From €13.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Ability to self motivate and capable of working on your own initiative and as part of a team</li> <li>• Be confident &amp; have a great attitude with a strong work ethic</li> <li>• Fluent in English</li> <li>• Eligible to work in the EU</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Integral-Communications?from=mobviewjob&amp;tk=1hnl2206ikj8i800&amp;fromjk=37a71b85b230878c&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Integral-Communications?from=mobviewjob&amp;tk=1hnl2206ikj8i800&amp;fromjk=37a71b85b230878c&amp;attributionid=mobvjcmp</a></p>

## HOTEL RECEPTIONIST

<b>Employer:</b>	McSweeney Arms Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Welcome and greet guests</li> <li>• Answer and direct incoming calls</li> <li>• Inform guests of hotel rates and services</li> <li>• Register and check guests in</li> <li>• Maintain clear and accurate records of guest room bookings</li> <li>• Provide accurate information about local attractions and services</li> <li>• Liaise with necessary staff including housekeeping and maintenance to address any problems or complaints made by guests</li> </ul> <p>Jobs Type: Full -Time, Part -Time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Strong working knowledge of relevant computer software including MS Office, booking and payment systems</li> <li>• Customer service orientation</li> <li>• Attention to detail and accuracy</li> <li>• Ability to multi-task and prioritise</li> <li>• Professional appearance and attitude</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Mcsweeney-Arms-Hotel-2?from=mobviewjob&amp;tk=1hn5odq8pjbv73800&amp;fromjk=3b5b1e5ac607600e&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Mcsweeney-Arms-Hotel-2?from=mobviewjob&amp;tk=1hn5odq8pjbv73800&amp;fromjk=3b5b1e5ac607600e&amp;attributionid=mobvjcmp</a>

## CUSTOMER ASSISTANT

<b>Employer:</b>	Boots, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• You will work onsite and report to the Assistant or Store Manager.</li> <li>• Your role could be to help on the tills, advise our customers, or work in our back shop.</li> </ul> <p>Fixed Term, 15 hours per week Full training is provided</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Excel in a varied environment, working at pace</li> <li>• Communicate and listen effectively</li> <li>• Enjoy working as part of a team, promoting a collaborative team dynamic</li> <li>• Experience providing customer care and delivering great customer service but this is not essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Boots-73b08684?from=mobviewjob&amp;tk=1hn39mtrdjbv4g800&amp;fromjk=eb92af4169491242&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Boots-73b08684?from=mobviewjob&amp;tk=1hn39mtrdjbv4g800&amp;fromjk=eb92af4169491242&amp;attributionid=mobvjcmp</a>

## St Brigid's Tralee, CE Vacancies

Location	Jobs No	Position	Closing Date	Vacancies
Cordal Community childcare	2308353	Cleaner	01/05/2024	1
St Brigid's, Tralee	2316183	Cleaner/caretaker (mornings)	01/05/2024	1
Waterville	2308354	Cleaner	01/05/2024	1
Tir No nOg, Ballybunion	3212169	Childcare Assistant	01/05/2024	1
Camp	2307396	Childcare Assistant	01/05/2024	1
Cromane	2307386	Childcare Assistant	01/05/2024	1
Cumann Iosaef	2328518	Childcare Assistant	01/05/2024	1
Dromid	2308373	Childcare Assistant	01/05/2024	1
Glenbeigh, Rainbows	2320226	Childcare Assistant	01/05/2024	1
Listry (First Steps)	2324423	Childcare Assistant	01/05/2024	1
Rathmore, Danu Childcare,	2307380	Childcare Assistant	01/05/2024	1
Scamps & Scholars, Killorglin	2307381	Childcare Assistant	01/05/2024	1
Scartaglen	2308355	Childcare Assistant	01/05/2024	1
St Brigid's, Tralee	2307399	Childcare Assistant	01/05/2024	1
Valentia	2308656	Childcare Assistant	01/05/2024	1

**For further details, contact the following CE Supervisors**

**Joan Pembroke 085 8659517 – [joan.pembroke@stbrigidscescheme.ie](mailto:joan.pembroke@stbrigidscescheme.ie)**

**Katie Clarke 085 8856919 – [katie.clarke@stbrigidscescheme.ie](mailto:katie.clarke@stbrigidscescheme.ie)**

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
Grounds Person	Kilgarvan	2	19/04/2024	CES 2207754
Cleaner	Kilgarvan	1	19/04/2024	CES 2324730
<i>Contact Margaret for more info. on 087 3583279</i>				



## 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.**



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



Would you like to help deliver interactive

**STEAM CAMPS or  
ART CAMPS to  
PRIMARY  
CHILDREN?**



# JOIN OUR TEAM!



## NATIONWIDE SUMMER CAMP LEADERS for SCIENCE, DESIGN & TECH CAMPS and ART CAMPS

Fantastic opportunity to work with Ireland's leading Summer Camp Provider **DESIGNER MINDS** while developing your skills in a vibrant & forward-thinking educational environment!

### IDEAL POSITION FOR

Anyone studying or qualified in Education, Childcare, STEM or ART related fields, Art Teachers, Artists.

### ROLE INVOLVES

- ✓ Guiding children through Designer Minds fun activities
- ✓ Transportation of Equipment
- ✓ Travelling to various venues
- ✓ PROVIDED: Lesson Plans, Training, Fuel Contribution, Equipment & Support

### REQUIRED

- ✓ Enthusiastic, approachable & fun personality!
- ✓ Experience of working with children
- ✓ Own transport with full license
- ✓ Garda Vetting



*After working as a camp leader for Designer Minds in 2022 and 2023, I found the experience extremely enjoyable.*

*I learned lots and would be pleased to recommend Designer Minds to anyone interested in STEAM or working with children!*

- Leader, 2023

*I have worked at Designer Minds the past two summers and everyone has been incredible. The activities are fun and interesting to teach, management are incredibly helpful and the work environment is very friendly.*

- Leader, 2023



Summer Camps take place in July/August (8 wks in total) 9am-1pm, Mon-Fri, with Afternoon Camps on some weeks (2pm-6pm)



**APPLY NOW!** [designerminds.ie/work-with-us](https://designerminds.ie/work-with-us)

**SCAN FOR MORE INFO**





An Roinn Coimisiún Sóisialaí  
Department of Social Protection



### **South Kerry Development Partnership CLG.**

Wishes to recruit

#### **Part-time Employment Case Officer with the Local Area Employment Service**

##### **Function:**

- To provide clients with a personalised advice, guidance & placement service
- To provide clients with information on employment, training and education opportunities
- To provide information on Department of Social Protection Labour market supports
- To manage and operate a Department of Social Protection Management System
- To work as an integrated member of the LAES Team
- To provide jobseekers with assistance on CV's, Cover Letters and Interview Preparation

Candidates must possess a 3rd Level Qualification in Counselling/Vocational Guidance/Adult Guidance/Social Work or similar and/or 3 years' experience working in the area of unemployment, employment, enterprise and/or career guidance. Experience of working with barriers to employment.

The post is work-based in the Local Area Employment Service Office, West Main Street, Cahersiveen, Co. Kerry and will involve cover in the Killorglin Office and/or any other Local Area Employment Service office as requested. The contract period will run until the 31<sup>st</sup> August 2025 with the possibility for renewal thereafter on an annual basis subject to funding.

The salary scale for the post is €16,180 to €23,859 (being pro-rata for a 19-hour working week), with entry point depending on experience and qualifications. Appointment to this role is subject to the candidate's eligibility to work in Ireland.

Full particulars of the position are available from Marie Garvey, South Kerry Development Partnership CLG, by telephone 066 9472724 or by email [info@skdp.net](mailto:info@skdp.net)

Please forward a full CV and letter of application to:

**Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG,  
West Main Street, Cahersiveen, Co. Kerry or by email to [info@skdp.net](mailto:info@skdp.net)**

**not later than 5:00 p.m. on Monday 25<sup>th</sup> March 2024**

*South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.*

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Social Protection in supporting this post.



## Jobs Sheet Publishing Info.



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.

*The Jobs Sheet is published weekly by  
Kerry Local Area Employment Services*

*And is available from all SKDP offices*

*Or*

*From our Website*

*Or*

*Like us on Facebook to receive notification of publication*

*Or*

*Contact us on the email below to be added to our mailing list*

[www.southkerry.ie](http://www.southkerry.ie)

[ksheahan@skdp.net](mailto:ksheahan@skdp.net)

**Do you wish to have a job included in the next issue  
of the Kerry Local Area Employment Service Jobs  
Sheet?**

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

**\*\*Any jobs received after 5p.m. on Thursdays are not guaranteed to be published\*\***



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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