

MAY 3RD 2024

WEEK 18

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

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SOUTH KERRY DEVELOPMENT  
 PARTNERSHIP CLG.



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

## NIGHT PORTER

<b>Employer:</b>	The Ross Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Your role as a Night Porter is to assist the team with ensuring the hotel standards are delivered to guests and customers at all times throughout the night.</li> <li>You may be required to work in our sister property when necessary.</li> </ul>
<b>Requirements include:</b>	<p>Job Type: Part-time, Full-time</p> <ul style="list-style-type: none"> <li>Ability to work in a fast-paced environment.</li> <li>Attention to detail and strong organisational skills.</li> <li>Knowledge of health and safety regulations.</li> <li>Effective communication skills.</li> <li>Great local knowledge of Killarney / Ireland</li> <li>Willingness to work in various functions across departments</li> <li>Great communication skills – ability to clearly communicate with guests, management and staff.</li> <li>Fluent English (written and verbal)</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/The-Ross-Hotel?from=mobviewjob&amp;tk=1hsaltifricbe807&amp;fromjk=26143de9fdd18298&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Ross-Hotel?from=mobviewjob&amp;tk=1hsaltifricbe807&amp;fromjk=26143de9fdd18298&amp;attributionid=mobvjcmp</a>

## CUSTOMER SERVICE REPRESENTATIVE (ON-SITE)

<b>Employer:</b>	Fexco, Killorglin, County Kerry
<b>Duties include:</b>	<p>Fexco Managed Services are currently looking for a number of Customer Service Representatives to join our outsourcing division on-site in our Killorglin office. We provide excellent training and on the job support in all areas of phone, email and some admin duties</p> <ul style="list-style-type: none"> <li>Effectively managing a customer database through accurate and efficient data entry</li> <li>Demonstrating a strong customer focus at all times</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> </ul>
<b>Requirements include:</b>	<p>Job Type: Full-time, Permanent</p> <ul style="list-style-type: none"> <li>Must be customer focused, team oriented, enthusiastic and motivated with strong computer skills</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Fexco?from=mobviewjob&amp;tk=1hsangfgikjb1802&amp;fromjk=1fe9b9c1c74f2056&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Fexco?from=mobviewjob&amp;tk=1hsangfgikjb1802&amp;fromjk=1fe9b9c1c74f2056&amp;attributionid=mobvjcmp</a>

## WELDER

<b>Employer:</b>	Liebherr Container Cranes Ltd, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Complete welding of structural steel components for our products.</li> <li>• MIG/ MAG welding processes.</li> <li>• Use of hand held welding torches, programmable welding cars, robotic / CNC welders.</li> <li>• Single pass and multi pass welds.</li> <li>• Follow company welding procedures and specifications.</li> <li>• Lifting and moving components.</li> <li>• Adhering to quality control standards and inspections, repair of welds as necessary.</li> <li>• Cleaning and dressing welds (removing spatter, imperfections etc.) following weld completion.</li> <li>• Removing defective welds and completing repairs as required.</li> </ul> <p>Job Type: Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Welder qualification with 3 years' experience.</li> <li>• Must have the ability to work at heights and in confined spaces.</li> <li>• Must be available to work shifts 06:30 to 15:00 and 15:00 to 23:30 rotating every week.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/102337592?cid=Partner_talent__2">https://www.irishjobs.ie/job/102337592?cid=Partner_talent__2</a>

## APPRENTICE FITTER

<b>Employer:</b>	Kerry Mechanical Engineering, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• We are looking for an Apprentice Fitter MAMF to join our team in our Agri Business.</li> <li>• Each apprenticeship is for a period of 4 years (or for a period determined by the Standards Based Apprenticeship Scheme) Those appointed will receive full training in their craft both onsite in KME and in college.</li> <li>• Hrs: 8am to 5pm. Monday to Thursday. 8am to 4pm on Friday.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Leaving Cert examination - must include Maths and English</li> <li>• Enthusiastic individuals with a strong interest in engineering related subjects</li> <li>• Good communicator &amp; problem solver with a positive attitude</li> <li>• The ability to work independently and as part of a team</li> <li>• Demonstrate good work practices</li> <li>• As a MAMF Apprentice, you will need to be physically active and be able to work with your hands</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/102426968?cid=Partner_talent__2">https://www.irishjobs.ie/job/102426968?cid=Partner_talent__2</a>

## KITCHEN ASSISTANT

<b>Employer:</b>	Sonas Nursing Homes, Milltown, County Kerry
<b>Duties include:</b>	<p>We are seeking a bright and creative individual who would like to work as part of a great team for 1 day per week.</p> <ul style="list-style-type: none"> <li>• Support and assist the Catering Supervisor/Cook in the preparation and cooking of meals, home baking and ensuring all daily menus are balanced and meet our resident's individual requirements.</li> <li>• Ensure the highest standards of Health, Safety, Fire, Food Handling, H.A.C.C.P and Infection Control are adhered to at all times in the catering area.</li> <li>• Establish and maintain relationships with residents that are based on respect and equality.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Current and valid Food Handling, HACCP, Manual Handling &amp; Safeguarding of Vulnerable Adults Certificates (training can be provided if required).</li> <li>• Cook or Chef qualification from a recognized catering school or adequate cooking experience received under supervision is desirable.</li> <li>• Proven track record of providing excellent quality wholesome food to older people.</li> <li>• Previous working experience within a residential care home setting is desirable.</li> <li>• Possess a high regard for and practice good health and safety procedures at all times.</li> <li>• Passionate about providing balanced and nutritional meals to older people.</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Sonas-Nursing-Homes?from=mobviewjob&amp;tk=1hs86tfkhkjk800&amp;fromjk=dfd40250dc705f88&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Sonas-Nursing-Homes?from=mobviewjob&amp;tk=1hs86tfkhkjk800&amp;fromjk=dfd40250dc705f88&amp;attributionid=mobvjcmp</a></p>

## GENERAL CAFÉ ASSISTANT

<b>Employer:</b>	Coffee Pot Café, Gap of Dunloe, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Experience in a kitchen and food preparation setting, including HAACCP</li> <li>• Experience in providing quality customer care</li> <li>• An energetic and motivated attitude</li> </ul> <p>Job Type: Full-time, Part-time</p>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/The-Coffee-Pot-Caf%C3%A9-2?from=mobviewjob&amp;tk=1hsan9abvjv78801&amp;fromjk=5e1baba09b240d9f&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Coffee-Pot-Caf%C3%A9-2?from=mobviewjob&amp;tk=1hsan9abvjv78801&amp;fromjk=5e1baba09b240d9f&amp;attributionid=mobvjcmp</a></p>

## GUEST SERVICES PORTER / DAY PORTER

<b>Employer:</b>	The Ashe Hotel, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Handling a variety of tasks across the hotel, including assisting front of house, tending to guest inquiries, ensuring our property is well presented at all times and collaborating with different departments.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Previous related experience in the field is highly advantageous.</li> <li>• Excellent local knowledge of Tralee / Kerry / Ireland</li> <li>• Strong interpersonal skills, effectively engaging with a diverse range of guests and employees</li> <li>• Excellent communication abilities – in both spoken and written English.</li> <li>• Team player with effective collaboration skills and effective interdepartmental communication</li> <li>• Ability to stand for extended period of times and lift heavy items</li> <li>• Impeccably high standards of personal presentation, demonstrating flexibility in work hours.</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/The-Ashe-Hotel-&amp;-the-Manor-West-Hotel?from=mobviewjob&amp;tk=1hsam8m44lgbk800&amp;fromjk=6233017b13dd28bb&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Ashe-Hotel-&amp;-the-Manor-West-Hotel?from=mobviewjob&amp;tk=1hsam8m44lgbk800&amp;fromjk=6233017b13dd28bb&amp;attributionid=mobvjcmp</a></p>

## BREAKFAST COOK

<b>Employer:</b>	Overland Ireland Tours, Dingle, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• The team at Dingle Marina Lodge are currently recruiting a breakfast cook for the 2024 season. We are looking for motivated individuals to help us run our wonderful guesthouse and maintain the high standards.</li> <li>• Responsibilities include serving and preparing breakfast for guests.</li> <li>• Experience preferred but not necessary. Training provided.</li> <li>• Competitive wages offered to successful candidates.</li> <li>• Job Type: Part-time</li> <li>• Pay: From €15.00 per hour</li> <li>• Expected hours: 6:30/7:00AM-11:00AM, no more than 30 per week</li> </ul>
<b>For full details and to apply:</b>	<p><a href="https://ie.indeed.com/cmp/Overland-Ireland-Tours?from=mobviewjob&amp;tk=1hsatjs3rkcp380b&amp;fromjk=5baa4766b2b48af5&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Overland-Ireland-Tours?from=mobviewjob&amp;tk=1hsatjs3rkcp380b&amp;fromjk=5baa4766b2b48af5&amp;attributionid=mobvjcmp</a></p>

## EVENT FLOOR STAFF

<b>Employer:</b>	The Noel Group, Tralee, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• The Noel Group are looking for experienced Event Floor Staff to join our events team for a variety of exciting events over the year! We have some varying posts from Events, Concerts, Festivals, Company Parties and Weddings.</li> <li>• Bar experience is essential</li> <li>• Evening and weekend availability</li> <li>• Minimum 1 years experience working in a floor staff/waiting role</li> <li>• The ability to work effectively as part of a team</li> <li>• Work quickly and efficiently</li> <li>• High standards of service at all times.</li> <li>• Manual Handling &amp; Food Safety Certificates preferred</li> </ul> <p>Job Type: Part-time Pay: From €12.70 per hour</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Noel-Group?from=mobviewjob&amp;tk=1hs87a277lgap801&amp;fromjk=cd0a4b9dd65de201&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Noel-Group?from=mobviewjob&amp;tk=1hs87a277lgap801&amp;fromjk=cd0a4b9dd65de201&amp;attributionid=mobvjcmp</a>

## OFFICE ADMINISTRATOR

<b>Employer:</b>	Brosnan Haulage Killarney Ltd., Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Responsibility for supplier, invoice processing &amp; statement reconciliation.</li> <li>• Recording and monitoring daily sales.</li> <li>• Responding to suppliers and customers as required.</li> <li>• Monitoring company email on a daily basis.</li> <li>• Assist in resolving any issues or discrepancies that may arise during the haulage process.</li> <li>• Assisting with Payroll on a weekly basis.</li> <li>• Assisting with month end.</li> <li>• General office administration work.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Minimum 2-3 years' experience in a similar general office/account's role.</li> <li>• You must be a multi-tasker, organised with excellent attention to detail and ability to work under pressure</li> <li>• Knowledge of Big Red Cloud desirable but not essential.</li> <li>• IT literate – excel, word etc.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.jobs.ie/job/office-administrator/brosnan-haulage-killarney-limited-job102382121">https://www.jobs.ie/job/office-administrator/brosnan-haulage-killarney-limited-job102382121</a>

**BOOKKEEPER****Employer:**

FRS Recruitment, Tralee, County Kerry

**Duties include:**

- Managing & processing of accounts payable, staff expenses, and bank transactions
- Assisting with accounts receivable
- Assisting in the weekly payroll process
- Reconciling bank accounts, debtors and creditors accounts
- Timely, accurate journal entries in Sage
- All invoices are duly authorised and classified prior to posting to ledgers
- Timely completion and filing of all returns required by Revenue, CSO, etc.
- Preparing ad hoc reports and general administration as required

Job Type: Part Time, Temporary (To Cover Maternity Leave)

Working hours: 9:15am - 1pm (3-4 days per week) or 2 Full Days

Salary will be in line with qualifications and experience

**Requirements include:**

- 3-5 years' experience in a similar role
- IATI Qualified/Payroll experience will be a distinct advantage
- Proficient with Sage accountancy software or similar and Microsoft Office
- Good analytical and communication skills
- Strong attention to detail and organisational skills

**For full details and to apply:**

<https://ie.indeed.com/cmp/Frs-Recruitment?from=mobviewjob&tk=1hs87oajb2qt1002&fromjk=dc1e7fcabb43e557&attributionid=mobvjcmp>

**COOK****Employer:**

Hannah Mary's Country Store XL, Upper Tullig, Cromane Rd., Killorglin, County Kerry

**Duties include:**

- Responsibilities include preparing and cooking food to perfection, maintaining kitchen cleanliness and ensuring food safety standards are met.
- Staff training & stock management

Job Type: Evening/weekend cooking position

Reasonable rate of pay per hour is being offered for this position

**For full details and to apply:**

**Contact Jerome on 0876403388 or Email:**  
[jerome@hannahmarysxl.com](mailto:jerome@hannahmarysxl.com)

## ADMIN TEAM MEMBER, BUSINESS SUPPORT

**Employer:**

ESB Networks, Tralee, County Kerry

**Duties include:**

- Work in accordance with agreed guidelines, policies and procedures
- Providing excellent customer service to all Networks customers
- Work as part of a multi-functional team and support all units nationally
- Share knowledge and skills openly with other members of the team
- Support the efficient running of the Business by providing reports
- Facilitate and support others in achievement of team goals and contribute positively to the development of the team and self
- Providing clerical/project support to Network Supervisors, Project Leaders and Managers
- Demonstrate flexibility and adaptability to change
- Analysis of all Work Programmes from a delivery perspective
- Responsible for Sharepoint workflows & maintenance of Data
- Monitor and report on completion of critical Programme items that have been prioritised for completion.
- Ensure Business Support performance is monitored and highlighted to enable delivery of Work Programme 24 and future programmes.

Job Type: Full-time

Salary: From €31,000 per annum

**Requirements include:**

- Either 3rd Level qualification or equivalent work experience.
- Working knowledge and competency in the use of IT systems such as SAP, SAP ISU, FMIS, PHR.
- Good communication skills with a strong emphasis on customer focus.
- Ability to work to tight deadlines whilst maintaining accuracy and appropriate attention to detail
- A flexible approach to working
- An ability to work as part of a team.
- Financial awareness of jobs planned v actual costs, Date Management & Job Closure
- While training attendance in the office will be required 5 days a week and when training is complete a minimum 3 days per week will be a requirement of this role.

**For full details and to apply:**

[https://ie.indeed.com/cmp/Electricity-Supply-Board-\(esb\)?from=mobviewjob&tk=1hsaplo7akja6801&fromjk=38f174f137d8f70f&attributionid=mobvjcmp](https://ie.indeed.com/cmp/Electricity-Supply-Board-(esb)?from=mobviewjob&tk=1hsaplo7akja6801&fromjk=38f174f137d8f70f&attributionid=mobvjcmp)



## MEDICAL SECRETARY/RECEPTIONIST

<b>Employer:</b>	Medical Centre, Farranfore, County Kerry
<b>Requirements include:</b>	We are looking for a talented and enthusiastic secretary/receptionist to join our team in a progressive Mid Kerry practice.  Job Type: Part-time
<b>For full details and to apply:</b>	<a href="mailto:midkerrymedical@gmail.com">Email to: midkerrymedical@gmail.com</a>

## MULTI DROP RIGID DRIVER

<b>Employer:</b>	ISM Recruitment, County Kerry
<b>Requirements include:</b>	ISM Driver Recruitment are now recruiting for a Rigid Driver for a FMCG food provider based in Killarney to cover routes for Killarney and Kerry. <ul style="list-style-type: none"> <li>• 1 years FMCG Food distribution experience with an logistics provider</li> <li>• Full Clean Driving Licence (C).</li> <li>• Valid and working Digicard</li> <li>• Up-to-date CPC Card</li> <li>• Good knowledge of Killarney and Kerry</li> <li>• Hours involved require flexibility</li> </ul> <p>Job Type: Full-time Pay: From €185.00 per day. Hours: 6/7am to 2/3pm</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/ism-00055b38?from=mobviewjob&amp;tk=1hsauf470lgl80b&amp;fromjk=f9ca8ba5d318723d&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/ism-00055b38?from=mobviewjob&amp;tk=1hsauf470lgl80b&amp;fromjk=f9ca8ba5d318723d&amp;attributionid=mobvjcmp</a>

## NIGHT PORTER

<b>Employer:</b>	Ballyseede Castle, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Conference room set-up</li> <li>• Bar/room service</li> <li>• Security of hotel</li> <li>• Understanding and assisting guest needs</li> <li>• Cleaning duties</li> </ul> <p>Job Type: Full-time Pay: €13.50-€14.50 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Previous hotel/porter experience is essential.</li> <li>• Excellent customer care and communication skills</li> <li>• Must be a team player and ability to work on your own initiative</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Markree-Castle-1?from=mobviewjob&amp;tk=1hskkbpjmnag804&amp;fromjk=bd68b18be1d570bf&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Markree-Castle-1?from=mobviewjob&amp;tk=1hskkbpjmnag804&amp;fromjk=bd68b18be1d570bf&amp;attributionid=mobvjcmp</a>

## SALES ASSISTANT

<b>Employer:</b>	Centra, Dingle, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Actively live Centra brand-values i.e. Proud, Energetic, Imaginative and Community-Based</li> <li>Show a positive attitude and take responsibility for ensuring customers receive an excellent shopping experience</li> <li>Deal with all customer queries efficiently, professionally and consistent with store policy</li> <li>Merchandise shelves, ensuring that all areas of the store are presented to the highest standard</li> <li>Engage with new initiatives and embrace new ways of working.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Ability to engage with and prioritise customer needs</li> <li>Strong attention to detail, organised and flexible</li> <li>Ability to use own initiative and work as part of a team in a fast-paced environment</li> <li>Customer driven</li> <li>Previous customer service experience is an advantage</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&amp;tk=1hsklvjs4jtt081a&amp;fromjk=f31d0f5490d4072f&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&amp;tk=1hsklvjs4jtt081a&amp;fromjk=f31d0f5490d4072f&amp;attributionid=mobvjcmp</a>

## CUSTOMER SALES ASSISTANT

<b>Employer:</b>	Lidl, Dingle, 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 Up to €16.90 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=1hskm8sqfjrji800&amp;fromjk=c0fdc79516716e85&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Lidl?from=mobviewjob&amp;tk=1hskm8sqfjrji800&amp;fromjk=c0fdc79516716e85&amp;attributionid=mobvjcmp</a>

## RECEPTIONIST / RESERVATIONS ROLE

<b>Employer:</b>	Confidential, Killarney, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• A Receptionist is required for a self catering accommodation business (1.5km from Killarney Town Centre).</li> <li>• Approximately 12 hours a week over 3 days (mainly 2pm to 6pm)</li> <li>• Previous Reception and Reservations experience is a huge bonus.</li> <li>• Perfect English is essential and the ability to be flexible.</li> <li>• We have an online reservations system so you would need to be computer competent.</li> <li>• This role is quiet unique and will suit someone who can work under their own initiative, likes the outdoors and is willing to do some light cleaning from time to time.</li> </ul> <p>Job Type: Part-time, Permanent Pay: Up to €12.70 per hour Expected hours: 12 per week</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/jobs?l=County+Kerry&amp;from=mobRdr&amp;utm_source=%2Fm%2F&amp;utm_medium=redir&amp;utm_campaign=dt&amp;vjk=bd68b18be1d570bf">https://ie.indeed.com/jobs?l=County+Kerry&amp;from=mobRdr&amp;utm_source=%2Fm%2F&amp;utm_medium=redir&amp;utm_campaign=dt&amp;vjk=bd68b18be1d570bf</a>

## SHOP FLOOR ASSISTANT

<b>Employer:</b>	Centra, Waterville, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Actively live Centra brand-values i.e. Proud, Energetic, Imaginative and Community-Based</li> <li>• Process orders for various departments</li> <li>• Merchandise and present the entire store to the highest standard at all times</li> <li>• Liaise with the Store Manager on changes to layouts, ends and sides and ensure changes are correctly implemented</li> <li>• Implement correct labelling and stock rotation procedures</li> <li>• Ensure deliveries are checked off in line with goods inwards procedures</li> <li>• Keep the back-store tidy and packed away</li> </ul> <p>Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Strong attention to detail, organised and flexible</li> <li>• Ability to use own initiative and work as part of a team</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&amp;tk=1hskoa4mimn8h802&amp;fromjk=788b258ade256567&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&amp;tk=1hskoa4mimn8h802&amp;fromjk=788b258ade256567&amp;attributionid=mobvjcmp</a>

## ICE CREAM PARLOUR ASSISTANT

<b>Employer:</b>	Moo`d Ice Cream Parlour, Waterville, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Actively live Centra brand values - Proud, Energetic, Imaginative and Community-Based</li> <li>• Ensure that the counter displays across all areas, self-serve units and coffee area are always kept to the highest standards throughout the day</li> <li>• Prepare prepacked foods, package, weigh and price products</li> <li>• Share knowledge, recipes and personal recommendations with customers</li> <li>• Deal with all customer queries and complaints politely, professionally and in line with store policy</li> <li>• Report back any customer comments, opinions and feedback</li> <li>• Operate all equipment carefully and safely</li> <li>• Adhere to Food Safety and quality guidelines at all times and ensure all aspects of food preparation, merchandising and cleaning are in line with HACCP guidelines and waste is managed in accordance with store policy</li> <li>• Use your initiative to identify new opportunities or ways to improve the department/drive sales</li> <li>• Perform any other duties as required from time to time</li> </ul> <p>Job Type: Full-time, Permanent</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Previous customer service experience is an advantage</li> <li>• Ability to work as part of a team in a fast-paced environment</li> <li>• Ability to multitask</li> <li>• A passion for food and the ability to inspire customers</li> <li>• HACCP training is beneficial but not essential</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&amp;tk=1hskortl3mnae804&amp;fromjk=cf44dd4729f2b665&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Centra-Ireland?from=mobviewjob&amp;tk=1hskortl3mnae804&amp;fromjk=cf44dd4729f2b665&amp;attributionid=mobvjcmp</a>

## SALES ASSISTANT

<b>Employer:</b>	Card Factory, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Process all sales politely, efficiently and accurately whilst upselling on till products</li> <li>• Work with the team unloading and unpacking the deliveries</li> <li>• Assist with stock takes, which may include working outside the store's normal opening hours</li> </ul> <p>Contracted Hours Available: 16 &amp; 8</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Provide excellent customer service at all times</li> <li>• Retail experience is not a necessity</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Card-Factory?from=mobviewjob&amp;tk=1hsknsai4mn8m800&amp;fromjk=73da8fab63676b97&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Card-Factory?from=mobviewjob&amp;tk=1hsknsai4mn8m800&amp;fromjk=73da8fab63676b97&amp;attributionid=mobvjcmp</a>

## SALES AND ADMIN SUPPORT - LOCUM AND AGENCY STAFFING

<b>Employer:</b>	Clarity Locums, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>You will be responsible for supporting the sales team as well as supporting our administrative and compliance teams</li> <li>Answer all telephone calls in a friendly, professional and efficient manner and direct appropriately</li> <li>Liaise with clients and locums</li> <li>Manage workload, ensuring tasks are prioritised</li> <li>Follow established procedures consistently for all administrative tasks and projects</li> </ul> <p>Job Type: Full-time, Permanent Hours of work: 3:30pm to midnight, Monday to Friday One weekend a month (Saturday and Sunday - 7am to 3:30pm)</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Previous healthcare recruitment, staffing or sales experience</li> <li>Fluent English - spoken and written</li> <li>Computer proficient</li> <li>Self-motivated</li> <li>Extremely organised with the ability to multitask and prioritise daily workloads</li> <li>The ability to work quickly and accurately under pressure</li> <li>The ability to work in a team and communicate effectively</li> <li>Excellent customer care skills</li> <li>Confident and have a polite telephone manner</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Clarity-Locums?from=mobviewjob&amp;tk=1hskl7o6jjrin800&amp;fromjk=4fae172e9d9901c4&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Clarity-Locums?from=mobviewjob&amp;tk=1hskl7o6jjrin800&amp;fromjk=4fae172e9d9901c4&amp;attributionid=mobvjcmp</a>

## CLERICAL OFFICER GRADE III

<b>Employer:</b>	Bon Secours Hospital, Tralee, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Applications are invited for the part-time permanent post of Clerical Officer Grade III at Bon Secours Hospital, Tralee</li> <li>The successful candidate will work within the Cardiology department</li> <li>2 years office/administration experience essential</li> <li>Excellent interpersonal and communication skills</li> <li>Ability to work to strict deadlines</li> <li>Ability to work on own initiative as well as being a team-player</li> <li>Excellent IT skills – PIMs and Excel</li> <li>Ability to multi-task essential</li> </ul> <p>Job Type: Part-Time Permanent, 25 hours per week</p>
<b>For full details and to apply:</b>	<a href="tel:0667149800">Informal enquiries to: Ms. Margaret Hanafin – Administrative Lead 066 7149800</a>

## DIGITAL MARKETING AND SALES SPECIALIST

<b>Employer:</b>	Pristine Classics, Glenbeigh, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Develop and implement digital marketing strategies to promote our classic car restoration services and parts sales.</li> <li>• Manage and optimize our company website using platforms such as Wix and WordPress, ensuring a seamless user experience and effective lead generation.</li> <li>• Create engaging content for our website and social media channels.</li> <li>• Monitor and analyse website traffic and performance metrics to identify areas for improvement and optimization.</li> <li>• Collaborate with internal teams to develop and execute marketing campaigns and initiatives.</li> <li>• Identify new opportunities for online visibility and brand exposure.</li> <li>• Manage the listing and sale of new and used classic car parts on our company website.</li> <li>• Create and maintain listings for classic car parts on external platforms such as eBay and Done Deal.</li> <li>• Monitor inventory levels and coordinate with the purchasing team to ensure adequate stock levels of popular and in-demand classic car parts.</li> </ul> <p>Job Type: Full-time Salary: €23,600.00-€41,600.00 per year</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Proven experience in digital marketing, with a strong understanding of SEO, SEM and social media marketing strategies.</li> <li>• Proficiency in website management platforms such as Wix and WordPress, with the ability to create and update web pages and landing pages.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Strong analytical skills and attention to detail. Ability to work independently and as part of a team, with strong organisational and time management skills.</li> </ul>
<b>For full details and to apply:</b>	<a href="mailto:sales@pristine-classics.com">Email your CV to sales@pristine-classics.com</a>

## SALES ASSISTANT

<b>Employer:</b>	JD Sports Fashion, Killarney, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• We are seeking an enthusiastic Sales Assistant to play a vital role in delivering an exceptional shopping experience for our customers.</li> </ul> <p>Job Type: Part Time, 8 - 24 hours per week</p>
<b>For full details and to apply:</b>	<a href="https://ie.jobsora.com/job-30809324022?source=1">https://ie.jobsora.com/job-30809324022?source=1</a>

**RETAIL ASSISTANT**

<b>Employer:</b>	Annburys, Tralee, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• A customer care assistant is sought in a ladies fashion retailers in Tralee</li> <li>• Duties: Sales, merchandising, fulfilling phone and online orders etc.</li> <li>• Job Type: Part-time</li> <li>• Expected hours: No less than 14 per week</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Annburys-1?from=mobviewjob&amp;tk=1hskph4qsjrjb801&amp;fromjk=c40f732a5fd79645&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Annburys-1?from=mobviewjob&amp;tk=1hskph4qsjrjb801&amp;fromjk=c40f732a5fd79645&amp;attributionid=mobvjcmp</a>

**RETAIL STAFF**

<b>Employer:</b>	Vapeworx, Killarney, County Kerry
<b>Details include:</b>	<ul style="list-style-type: none"> <li>• Full training will be provided</li> <li>• Weekend work involved</li> <li>• Job Type: Full-time, Part-time</li> <li>• Pay: €11.30-€14.66 per hour</li> <li>• Expected hours: 18 – 40 per week</li> </ul>
<b>For full details and to apply:</b>	<a href="tel:0876628776">Phone for further details on 0876628776</a>

**EVENING PUBLIC AREA ASSISTANT**

<b>Employer:</b>	The Rose Hotel, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Service the allocated number of departure and stayover bedrooms as instructed on a daily basis</li> <li>• Report any maintenance issues in bedrooms and public areas immediately</li> <li>• Ensure that the turndown service is done on a daily basis for the required rooms</li> <li>• Clean all allocated public areas of the hotel, toilets, employee locker rooms etc</li> <li>• Keep all pantries clean and tidy and free from all hazards</li> <li>• Ensure that linen is stored correctly and safely</li> <li>• Follow instructions as per the Manager/Supervisor</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Previous experience either as an Accommodation Assistant or in Public Area Cleaning</li> <li>• Should be able to work from 2.30pm daily and be available weekends and public holidays</li> <li>• Have excellent communication skills - fluent in English</li> <li>• Must be a team player and assist colleagues</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Rose-Hotel?from=mobviewjob&amp;tk=1hskvusk92hjd003&amp;fromjk=c24e6473dfb5d5aa&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Rose-Hotel?from=mobviewjob&amp;tk=1hskvusk92hjd003&amp;fromjk=c24e6473dfb5d5aa&amp;attributionid=mobvjcmp</a>

## SALES COLLEAGUE

<b>Employer:</b>	Curry's, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Offering support services like delivery and installation, recycling and payments</li> <li>• Contributing towards the overall sales performance of the store</li> <li>• Working across different departments and product ranges</li> <li>• Supporting with the running of the store by completing operational tasks</li> </ul> <p>Job Type: Fixed Term Contract, Part Time. 8-15 hours per week, with flexibility to work additional hours Salary: €13.00 per hour</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• A strong team player, confident working across all parts of the store</li> <li>• Comfortable achieving personal sales, service and customer experience targets</li> <li>• Approachable and friendly</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.jobsora.com/job-30809325512?source=1">https://ie.jobsora.com/job-30809325512?source=1</a>

## LOSS PREVENTION ADVISOR

<b>Employer:</b>	TK Maxx, Tralee, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Working in Loss Prevention, you'll help to deliver our goal of keeping our customers, associates and assets safe.</li> <li>• You will work closely with the store team to help protect our product and assets through investigations, analysis and feedback.</li> <li>• Together you will aim to deliver effective conflict resolution and ensure loss awareness remains top priority through excellent coaching, validation, influence and support.</li> <li>• Expect a balance of customer-facing activity and working behind the scenes in our stores to carry out the role effectively.</li> <li>• You will also be jointly responsible for educating our store associates on the Loss Prevention agenda and best practices within our stores.</li> <li>• The role will require you to handle external theft situations professionally and safely.</li> </ul> <p>Job Type: Full-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• The necessary technical training will be provided</li> <li>• Experience in dealing with Shrink and Crime Resolution gained within a fast-paced retail security environment is ideal but not essential.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.jobsora.com/job-30816169490?source=1">https://ie.jobsora.com/job-30816169490?source=1</a>



## SITE MANAGER

**Employer:** Jack Whelan Contactor, County Kerry

**Duties include:**

A Site Manager is sought for an Educational Project based in Tralee

- To organize and supervise staff and operatives. (Including sub contractors)
- Responsible for preparing engineering calculations where required for the design of projects and supervise the drafting
- Attend internal term meetings and report on all aspects of the work areas
- Coordinate site meetings between design team and sub-contractors.

Salary: €60,000 - €75,000

**Requirements include:**

- 5+ years' Site Management experience
- Experienced in the management of sub-contractors from inception to completion
- Knowledge of current health and safety legislation
- A degree in a Construction/Engineering related subject is desirable
- Excellent eye for detail and experience of turn-key projects
- Computer literate in relevant tools, including MS Office, project programming and analysis tools

**For full details and to apply:** [Contact Jack Whelan on +353 \(0\)85 256 7355](tel:+353852567355)

## DISPENSING OPTICIAN

**Employer:** Specsavers, Tralee, County Kerry

**Duties include:**

- Ensure that you provide good levels of customer service at all times.
- Liaise with Optometrists to ensure that each customer you dispense receives a consistent quality handover.
- Manage aftersales service (including complaints and problem solving) in a customer service focused 'can do' manner.
- Contribute to achievement of individual and team sales targets by demonstrating effective professional sales techniques.

Job Type: Full-time, Part-time

Salary: Up to €40,000 depending on experience

**Requirements include:**

- Must have previous experience working in an opticians

**For full details and to apply:** [Email: chris.sullivan1@specsavers.com](mailto:chris.sullivan1@specsavers.com)  
[Tel: 087 426 5208](tel:0874265208)

**GROUNDSPERSON**

<b>Employer:</b>	Emerald Tree Specialists, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>The successful candidate will be expected to use a chain saw and a wood chipper to do tree felling and wood chipping.</li> </ul> <p>Training will be provided.</p> <p>Job Type: Full-time Pay: €28,000.00-€40,000.00 per year</p>
<b>For full details and to apply:</b>	<a href="https://ie.indeed.com/cmp/Emerald-Tree-Specialists?from=mobviewjob&amp;tk=1hskq93d1jtss800&amp;fromjk=8296da3f60a6cc4b&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Emerald-Tree-Specialists?from=mobviewjob&amp;tk=1hskq93d1jtss800&amp;fromjk=8296da3f60a6cc4b&amp;attributionid=mobvjcmp</a>

**GUEST SERVICES PORTERS**

<b>Employer:</b>	The Great Southern Hotel, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Guest Services Porters will work across all departments throughout the hotel to assist with the smooth running of the day-to-day operations.</li> <li>Will work closely with the management team to ensure that we exceed our guest expectations at all times.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>At least 1 year experience in a similar role at 4* or 5* level is preferable</li> <li>Great communication skills</li> <li>Fluent English (written and verbal)</li> <li>Have the ability to maintain accuracy and speed whilst working under pressure</li> <li>Focused on providing a consistently high standard of service and hygiene</li> <li>Be standards driven, a team player and flexible</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=1hsl0dqulkj9o807&amp;fromjk=0d8de5ce4a1546e1&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/The-Great-Southern-Hotel-2?from=mobviewjob&amp;tk=1hsl0dqulkj9o807&amp;fromjk=0d8de5ce4a1546e1&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=1hsl1hgnbmn8n800&amp;fromjk=619e785ebba193d6&amp;attributionid=mobvjcmp">https://ie.indeed.com/cmp/Dingle-Bay-Hotel-2?from=mobviewjob&amp;tk=1hsl1hgnbmn8n800&amp;fromjk=619e785ebba193d6&amp;attributionid=mobvjcmp</a>

## RISK AND SECURITY ANALYST

<b>Employer:</b>	Fexco, Killorglin, County Kerry
<b>Duties include:</b>	<p>Fexco Drive Operations are currently recruiting for a Risk and Security Analyst to join their team. This role is a permanent, full-time position with the opportunity to work from our offices based in Killorglin, Co. Kerry with flexibility to work a hybrid model.</p> <ul style="list-style-type: none"> <li>As a key part of the Operations and Security team, you will play a critical role in adopting group risk vision and strategies ensuring the drive division adheres to and complies with regulatory risk and security requirements.</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>Third level qualification in a relevant IT discipline or equivalent level of experience in the workplace.</li> <li>ITIL v3 or 4 qualification or equivalent industry experience preferred.</li> <li>Proven experience in risk analysis, risk management and information security, preferably in a corporate environment.</li> <li>Strong understanding of IT infrastructure, networking, systems architecture and security technologies.</li> <li>Proficiency in risk assessment methodologies, frameworks (e.g. ISO/IEC 27001, NIST CSF, NIS2) and regulatory requirements (e.g., GDPR).</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/102473987?cid=Partner_talent__1">https://www.irishjobs.ie/job/102473987?cid=Partner_talent__1</a>

## GRADUATE HEALTH & SAFETY ADVISOR

<b>Employer:</b>	John Sisk & Son Ltd, Killarney, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Assist the H&amp;S Manager/Advisor during audits/inspections of Sisk workplaces.</li> <li>Assist with incident investigation.</li> <li>Together with a senior member of staff attend Start Up meetings with Sisk site teams.</li> <li>Where requested attend other meetings with client and/or supply chain.</li> <li>Keep up to date with legislation and interpretations thereof.</li> <li>Contribute to the training regime on site: induction, TBTs and Lunch &amp; Learns</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>A relevant third level qualification.</li> <li>Gained experience through placement or work experience in onsite construction health &amp; Safety.</li> <li>Excellent communication and organisational skill</li> <li>An interest in pursuing further professional health &amp; safety certifications</li> </ul>
<b>For full details and to apply:</b>	<a href="https://www.irishjobs.ie/job/102466359?cid=Partner_talent__1">https://www.irishjobs.ie/job/102466359?cid=Partner_talent__1</a>

**SUPERVISOR**

<b>Employer:</b>	Claire's, The Outlet Centre, Killarney, County Kerry
<b>Duties include:</b>	<p>As a 3rd Keyholder at Claire's, you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting your Store Manager and Assistant Store Manager</li> <li>• In the absence of management you may open and close the store and be responsible at that point for ensuring that the store trades safely and legally</li> <li>• Delivering sales through friendly and efficient customer service</li> <li>• Demonstrating Claire's products</li> <li>• Assisting customers with their queries using your product knowledge</li> <li>• Assisting with processing store deliveries, visual merchandising, stock takes markdowns and promotions</li> <li>• Ear piercing (you will receive full training)</li> <li>• Ensuring the store looks presentable and inviting to our customers</li> </ul>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Minimum 1 year retail experience</li> <li>• Excellent verbal/written communication and organizational skills</li> <li>• Basic computer skills</li> <li>• Operate POS system</li> <li>• Sound understanding of mathematics and strong reading comprehension skills</li> <li>• Ability to stand during scheduled shifts</li> <li>• Manoeuvre up to 25 lbs regularly and up to 75 lbs occasionally</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.jobsora.com/job-30812149620?source=1">https://ie.jobsora.com/job-30812149620?source=1</a>

**SALES ASSISTANT**

<b>Employer:</b>	Sports Direct, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>• Recommend, select and locate the correct merchandise for the customers needs</li> <li>• Receive and process cash and card transactions</li> <li>• Be fully updated on product knowledge</li> <li>• Maintain a customer friendly and customer focused environment at all times</li> </ul> <p>Job Type: Part-time</p>
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Able to work effectively within a team environment</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.jobsora.com/job-30809323968?source=1">https://ie.jobsora.com/job-30809323968?source=1</a>

## MAINTENANCE MACHINIST

**Employer:**

KERRY GROUP, Listowel, County Kerry

**Duties include:**

- Repair and modification of components to support maintenance department colleagues.
- Fabrication of machined components which must be available to support plant machinery by maintaining a ready stock
- Support maintenance planning and preventative maintenance through completion of planned and emergency work orders, etc.
- Support continuous improvement by active participation in repairs and upgrades, using machining skills & experience
- Adherence to Safety Health & Environmental Policies and Procedures and carry out all tasks in a safe and controlled manner.
- Pro-active team working with peers, production, quality and support groups to improve equipment reliability and performance.
- This is not an exhaustive list and you may be required to carry out other duties as required by the business.

**Requirements include:**

Job Type: Permanent

- Level 6 qualification or equivalent experience in lathe and milling work
- Relevant H&S qualifications e.g. IOSH, Confined Spaces etc
- Experience of fault-finding diagnostics and procedure

**For full details and to apply:**

[https://www.irishjobs.ie/job/102456772?cid=Partner\\_talent\\_\\_2](https://www.irishjobs.ie/job/102456772?cid=Partner_talent__2)

## WAITERS & WAITRESSES

**Employer:**

Harrow Restaurant, Killarney, County Kerry

**Duties include:**

- Take food and beverage orders
- Serve alcoholic/non-alcoholic beverages
- Make menu recommendations, answer questions and share additional information with guests
- Up-sell additional products when appropriate

Job Type: Full-time, Part-time

Pay: €12.00-€14.00 per hour

**Requirements include:**

- Previous waiting experience is beneficial, but not necessary
- Must have excellent English and permission to work in Ireland
- Be flexible with shifts and be available to work weekends
- Excellent communication and interpersonal skills with a strong desire to work with food

**For full details and to apply:**

<https://ie.indeed.com/cmp/Harrow-3?from=mobviewjob&tk=1hsl1spid2fnk005&fromjk=c1d9adcbccc07fba&attributionid=mobvjcmp>

## MEMBER SERVICE REPRESENTATIVES (MSRS)

<b>Employer:</b>	Cara Credit Union, Metamo DAC, County Kerry
<b>Duties include:</b>	<ul style="list-style-type: none"> <li>Member Service Representatives (MSRs) are responsible for carrying out a range of back office and member facing operational and administrative activities, supporting our very valued members with all financial transactions by providing a superior level of assistance and service in a timely and efficient manner.</li> <li>As our MSRs are the main point of contact for all existing and potential new members, they will have an excellent customer care ethos, delivering exceptional service via telephone, online and email to our members.</li> </ul>
<b>Requirements include:</b>	<p>Job Type: Full-time Location: Based across our network of 6 branches in County Kerry. Inter branch travel may be required.</p> <ul style="list-style-type: none"> <li>Ideally experienced within a financial regulated, customer facing environment, QFA / CUA qualifications or equivalent desirable</li> <li>Experience maintaining accurate, concise records in line with relevant data policies/procedures aligned to regulatory and legislative requirements.</li> <li>Excellent verbal, numerical and written skills, ability to update member data in line with Anti Money Laundering Legislation.</li> <li>Ability to communicate effectively and sensitively with members face to face, on the phone and through email.</li> <li>Detail oriented and well organized, able to work on own initiative and multitask effectively.</li> <li>Proficient in Microsoft Word, Excel and Outlook applications, along with good keyboard skills.</li> </ul>
<b>For full details and to apply:</b>	<a href="https://ie.jobsora.com/job-30785812858?source=1">https://ie.jobsora.com/job-30785812858?source=1</a>

## LEGAL SECRETARY

<b>Employer:</b>	Fionnuala Murphy, Murphy Ramsay Walsh Solicitors, Tralee, County Kerry
<b>Requirements include:</b>	<ul style="list-style-type: none"> <li>We require a legal secretary with excellent audio typing (60 wpm) and organisational skills with at least 3 years' experience of legal work (conveyancing, probate and litigation)</li> <li>OR someone interested in pursuing a career as a legal executive who has completed an accredited third level Legal Studies course and has dictaphone typing (at least 40 wpm) and computer skills (at least to ECDL level).</li> </ul> <p>Job Type: 35 hours a week – flexible working hours and remote working available.</p>
<b>For full details and to apply:</b>	<a href="mailto:info@mrwsol.com">Email CV to: info@mrwsol.com</a>

## RETAIL STORE MANAGER

**Employer:**

Holland and Barrett, Killarney, County Kerry

**Duties include:**

- As our Retail Store Manager, you'll be an excellent leader, running the day-to-day management of the store and become a brand ambassador for Holland & Barrett.
- You'll build a high performing team by recruiting, coaching, training, motivating and setting clear expectations.
- Supported by your Regional Manager, you will act as a role model for world class customer service, drive financial performance with sales targets, maintain stock accuracy, set-up store promotional plans and ensure full compliance with health and safety.

**Requirements include:**

- Previous retail management experience.
- Excellent communication and people management skills.
- The ability to work under pressure and handle challenging situations in a fast-paced retail environment.
- Understand and analyse sales figures daily to enable the store to trade within Company parameters and goals.
- Passion and enthusiasm for our products.
- Complete regular computer-based training to ensure exceptional product knowledge.
- The ability to be agile and flexible to multi-task and achieve the best results.

For full details and to apply:

<https://ie.jobsora.com/jobs-county-kerry?extra=1&page=3>

## ROOM LEADER/SUPERVISOR

**Employer:**

Cromane Childcare Centre, Cromane, County Kerry

**Requirements include:**

- Successful candidates will hold the necessary childcare experience, knowledge and a Level 6 qualification in Early Childhood Education. Level 7/8 qualification will be an advantage.

Desired Skills and qualities would include:

- Leadership skills (support and supervision).
- Ability to work as part of a team.
- Knowledge of the childcare industry and child protection legislation.
- Organizational and planning skills.
- Knowledge of Siolta and Aistear.
- Good communication skills
- Ability to work on own initiative.
- Have a fun and energetic personality.

Job Type: Full-time

For full details and to apply:

*Please forward a curriculum vitae with a cover letter via email to [jamie@iascog.ie](mailto:jamie@iascog.ie) For further information call 0669711005*



**Údarás na  
Gaeltachta**



## Vacancy

### **Project Manager – Tascfhórsa Uíbh Ráthach Action Plan II** **(Fixed Term)**

Tascfhórsa Uíbh Ráthach is a cross-sectoral grouping established in 2017 to address the issue of population decline in the Uíbh Ráthach Gaeltacht area. The Tascfhórsa is made up of community organisations, business interests, educational bodies and state agencies, and is chaired by Údarás na Gaeltachta. The Tascfhórsa is now seeking applications from suitably qualified, enthusiastic and self-motivated people to manage the implementation of the Tascfhórsa's second Action Plan. The successful appointee to this part-time Project Manager role will be based in the Uíbh Ráthach Gaeltacht.

The Project Manager will be working directly to and on behalf of the Tascfhórsa Steering Group. They will be responsible for co-ordination of and for supporting the Tascfhórsa, and in certain cases, they will support the individual partners as they fulfill their agreed roles and projects.

On a day-to-day basis, the Project Manager is responsible to the Chairperson of the Tascfhórsa / Ceannasaí Oifig Réigiúnach & Forbartha Pobail an Deiscirt of Údarás na Gaeltachta.

The following duties will apply, but may not be confined to:

- Regular engagement with Tascfhórsa member organisations on progress regarding the Action Plan, and facilitating their work where relevant
- Preparation of reports for various stakeholders on a regular basis, including ongoing compilation of performance indicators
- Budgeting and financial reporting
- Promoting the work of the Tascfhórsa publicly, on social media and on traditional media periodically
- Engagement with households expressing an interest in relocating to the area, sharing information with them and acting as a local *concierge* for them
- Engagement with local house owners, assisting in appropriately matching households and houses
- Assisting with the implementation of the planned community-led housing project for Uíbh Ráthach.

**Pay Scale:** €50,288 pro rata (Administrative Officer Higher Scale)

A fixed term of one year, part-time contract, 3 days per week (21 hours) per week (usual probationary terms will apply).

#### **Requirements:**

- An appropriate qualification and at least 3 years of relevant experience
- An appropriate knowledge of and ability to speak and write in Irish
- Experience in collaborating and networking with community and state organisations
- A knowledge of the relevant strategies and policies at local, regional and national level
- A knowledge of funding sources and experience in accessing external funds
- An excellent knowledge of relevant IT skills; knowledge of and experience in social media
- A full, clean driver's licence

The Tascfhórsa Action Plan is available on the Tascfhórsa website – [www.saolnua.ie](http://www.saolnua.ie) (news and events). To apply, please send your application and CV in Irish, to [tascfhorsa@udaras.ie](mailto:tascfhorsa@udaras.ie) by 5pm on Monday 17th June, 2024.



## St Brigid's Tralee, CE Vacancies

Location	Jobs No	Position	Closing Date	Vacancies
Cromane	2334933	Childcare Assistant	16/06/2024	1
Cumann Iosaef	2334931	Childcare Assistant	16/06/2024	2
Glenbeigh, Rainbows	2334930	Childcare Assistant	16/06/2024	1
Listry (First Steps)	2334929	Childcare Assistant	16/06/2024	1
Scamps & Scholars, Killorglin	2334935	Childcare Assistant	16/06/2024	1
St Brigid's, Tralee	2334934	Childcare Assistant	16/06/2024	1
Valentia	2334932	Childcare Assistant	16/06/2024	1

For further details, contact – 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.
Caretaker	Killarney Valley AC	1	03/06/2024	CES-2327415
Grounds person	Killarney Racecourse	1	03/06/2024	CES-2333334

Contact Margaret on 087 3583279 for more info. on the above CE positions

Location	Jobs No	Position	Closing Date	Vacancies
Caherciveen Social Services	CES-2328536	Passenger assistant/ General Assistant	01/05/2024	1
Tralee Tidy Towns	CES-2328979	Van Driver/Environmental Worker	06/05/2024	1
Marina Walk, Caherciveen	CES-2328673	Marina Caretaker	02/05/2024	2
St. Brendan's Park/Dynamos/KDL Football Club Ltd	CES-2328638	Sports Ground Worker	02/05/2024	1
Comharchumann Forbartha Group	CES-2282090	General Operative	22/04/2024	1

For full details and to apply: <https://jobsireland.ie/en-US/browse-jobs>

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
Grounds Person	Kilgarvan	1	16/05/2024	CES-2207754
Cleaner	Kilgarvan	1	16/05/2024	CES-2324730
Kitchen Assistant	Kilgarvan	1	16/05/2024	CES-2330606

Contact Margaret on 087 3583279 for more info. on the above CE positions

Job Title	Location	No. of Positions	Closing Date	Job Ref. No.
General Maintenance	Kenmare Tidy Towns	5	04/05/2024	CES-2328937
Grounds Keeper	Kenmare GAA	2	04/05/2024	CES-2328936
Office Administrator	Kenmare Marketing and Events	1	04/05/2024	CES-2328938
Office Administrator	Kenmare Family Resource Centre	1	09/04/2024	CES-2325082
Arts Administrator	Carnegie Arts Centre	1	09/04/2024	CES-2328939

For more info email: [cekenmare@gmail.com](mailto:cekenmare@gmail.com)

## Community Employment Schemes

	<b>Health Care Assistant/Administrative Assistant- Caherciveen Co Kerry - CE Scheme - Caherciveen Congress Information Centre</b>	CE SCHEME
	Ref: #CES-2332223	 Caherciveen, Kerry,
	Published On: 15 Apr 2024	 Closing On: 27 May 2024
		
	<b>Caretaker - St Michaels Foilmore/ St Marys GAA Caherciveen Co Kerry - CE Scheme - Caherciveen Congress Information Centre</b>	CE SCHEME
	Ref: #CES-2332224	 Caherciveen, Kerry,
	Published On: 15 Apr 2024	 Closing On: 27 May 2024
		
	<b>Caretaker/Maintenance Person - CE Scheme - Kilcummin Rural Development</b>	CE SCHEME
	Ref: #CES-2332214	 Kilcummin, Killarney, Co. Kerry,
	Published On: 15 Apr 2024	 Closing On: 27 May 2024
		
	<b>Administration Worker - CE Scheme - CE Scheme - St. Brendan's Park/Dynamos/KDL Football Club Ltd</b>	CE SCHEME
	Ref: #CES-2332389	 Tralee, Co. Kerry,
	Published On: 16 Apr 2024	 Closing On: 28 May 2024
		
	<b>Office Administration CE Scheme - CE Scheme - Kilgarvan Community Development Ltd</b>	CE SCHEME
	Ref: #CES-2332303	 Old Garda Barracks, Church Ground, Kilgarvan, Co. Kerry, V93 V043
	Published On: 15 Apr 2024	 Closing On: 27 May 2024
		
	<b>Caretaker - Reenard/ St Marys GAA, Reenard, Co Kerry - CE Scheme - Caherciveen Congress Information Centre</b>	CE SCHEME
	Ref: #CES-2332222	 Reenard, Kerry,
	Published On: 15 Apr 2024	 Closing On: 27 May 2024
		
	<b>Caretaker/Maintenance - CE Scheme - Cumann Iosaef</b>	CE SCHEME
	Ref: #CES-2331777	 CUMANN IOSEAF COMMUNITY CENTRE, Balloonagh, Tralee, Co. Kerry, V92 Y336
	Published On: 11 Apr 2024	 Closing On: 23 May 2024
		
	<b>General Operative - CE Scheme - Glenbeigh Community Council</b>	CE SCHEME
	Ref: #CES-2331714	 GLENBEIGH COMMUNITY COUNCIL, Glenbeigh Comm Ctr, Kilbrack Upper, Co. Kerry, V93 K02X
	Published On: 11 Apr 2024	 Closing On: 22 May 2024
		
	<b>Office Assistant/Receptionist - Kerry Travellers Health Community Development Project - CE Scheme - FRIENDS OF ABLE LIMITED</b>	CE SCHEME
	Ref: #CES-2331703	 Áras An Phobail, Boherbee, Tralee, Co. Kerry, V92 CRW8
	Published On: 11 Apr 2024	 Closing On: 23 May 2024
		
	<b>Office Administrator - CE Scheme - ACARD COMPANY LIMITED BY GUARANTEE</b>	CE SCHEME
	Ref: #CES-2331790	 Marina Walk, Caherciveen, Co. Kerry,
	Published On: 11 Apr 2024	 Closing On: 23 May 2024
		
	<b>Tourist Information Officer - CE Scheme - ACARD COMPANY LIMITED BY GUARANTEE</b>	CE SCHEME
	Ref: #CES-2331789	 Caherciveen, Kerry,
	Published On: 11 Apr 2024	 Closing On: 23 May 2024
		
	<b>Landscape Gardeners - CE Scheme - ACARD COMPANY LIMITED BY GUARANTEE</b>	CE SCHEME
	Ref: #CES-2331786	 Caherciveen, Kerry,
	Published On: 11 Apr 2024	 Closing On: 23 May 2024
		

**For full details and to apply:**

<https://jobsireland.ie/en-US/browse-jobs?CareerlevelId=-1&keyword=&location=kerry&page=1&pageSize=10&vacancyId=-1&VacancyTypeId=-1&ContractTypeId=>



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37A High St.,  
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Email: [inf@skdp.net](mailto:inf@skdp.net)

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Send us the job details,

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