

JOB VACANCIES

23rd November 2015

Do you need help with any of the following?

- ✓ **Job Searching**
- ✓ **Curriculum Vitae (CV's)**
- ✓ **Cover Letters**
- ✓ **Career Guidance**
- ✓ **Information Service**
- ✓ **Education & Training**
- ✓ **Job Club Training**

Call in to one of our local employment service offices below for a free, friendly & confidential service.



Head Office, West Main Street, Cahersiveen.

37 A High Street, 2nd Floor, Killarney.

Library Place, Killorglin.

21 Henry Street, First Floor, Kenmare.

Tel: 066 – 947 3068

Tel: 064 – 663 6966

Tel: 066 – 976 2444

Tel: 064 – 664 2444

General Vacancies

Nurse on call

Hours: Self-appointed as this is a self-employed position, work as much or as little as you like. Work this week, get paid next week.

Employers: Huge variety of work available from HSE, DATHS & private hospitals to less acute care environments such as care of the elderly, ID services and HSE home care.

Benefits: In charge of own work schedule. Able to work around family life when it suits you. Great for people looking to pursue a new career and keeping themselves funded. HSE Qualification & location allowances payable.

Requirements: The above position is available for RGNs, RCNs, RMs, RPNs and RNIDs. New graduates and nurses returning to work also very welcome.

Application: For more information, please call Tanya Gorey on 01 – 496 5199 (Mon-Fri 9-5).

E-Mail: nurseoncalljobs@nurseoncall.ie

Web: www.nurseoncall.ie

Waste Recycler

Location: Killarney.

Hours: Shift work from 6:00 – 14:00 and 14:00 – 2:00.

Duration: Temping – on-going.

Industry: Waste recycle industry.

Duties: Manually sort bottles, cans and various paper grades and to safely operate the processing equipment. Keep all work areas clean, sometimes requires shovelling/raking. This description is not limited to the above. May be required to stand for long periods of time and lift heavy items.

Requirements: Ability to distinguish between and separate recycling materials from non-recyclables is required.

Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Shop Assistant

Location: Killorglin.

Hours: Monday to Friday, 9:00AM – 6:00PM.

Duties: Online ordering, stock control, supervision & assistance of internet stations, advising & serving customers, arranging window displays, handle payments, receive deliveries from suppliers, possible delivery of stock duties, social media management, open & close shop.

Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Practice Nurse

Hours: Full-time or part-time considered.

Employer: Oakpark Medical Centre.

Requirements: An ideal candidate would have 3-5 years of experience practice nursing. Knowledge of Cervicheck programme, childhood immunisation programmes, ECG, chronic disease management, ear syringing, STI screening and phlebotomy essential. Midwifery, Spirometry, 24 hour BP monitoring desirable.

Application: Please send your C.V. to manager@oakparkmedicalcentre.com

Childcare Worker

Hours: Part-time position, 20 hours per week.

Employer: Shanakill Family Resource Centre.

Requirements: Minimum level 5 childcare qualification, minimum 2 years childcare experience (paid/voluntary). Excellent communication skills. Knowledge of policies, procedures, childcare regulations. Excellent team member. Experience of curriculum development, planning and evaluation.

Application: Please send C.V. and covering letter to "Childcare Application", Project Co-ordinator, Shanakill Family Resource Centre, Shanakill, Monavalley, Tralee.
Closing date for applications on Friday 4th of December, 2015.

Registered Midwives & Registered Nurses

Duration: Temporary positions (Specified purpose contract).

Employers: Kerry General Hospital.

Information: Information enquires to Ms. Amanda Coulson, Assistant Director of Nursing or Ms. Dympna Griffin, CNM2 HR/Allocation on the below telephone number.

Application: Application forms can be obtained from Paulinea.McCarthy@hse.ie
Applications should be returned by 5PM on Thursday 26th November, 2015.
Panels will be formed from which existing and future temporary vacancies may be filled. **Tel:** 066 – 718 4215

Drivers

Hours: Full-time and part-time.

Employer: Mid Kerry Cabs.

Requirements: SPSV licence (Taxi Licence) or make an application for a licence through the national transport authority.

Duties: Cover days & nights for local transfers & covering all airports.

Application: For more information on this position please call 087 – 258 2040 or e-mail midkerrycabs@gmail.com

Customer Support “An Apple at Home Advisor”

Hours: Full-time and part-time positions available.
Employer: Apple
Benefits: Work from home, technical equipment is provided, robust benefit packages provided.
Duties: Answer customer queries via phone or internet based chat about Apple products, services and accessories.
Requirements: Training provided, previous experience providing customer support beneficial. Pre-existing Home office supplies beneficial.
Application: For more information or to apply, please contact the Local Employment Services on 066 – 976 2444.

Customer Service

Location: Farranfore
Hours: Shift work.
Duties: Telephone and general office duties, operation of the information desk.
Requirements: The candidate should have a friendly and engaging personality, comfortable working with members of the public, should have a confident manner, must be helpful and polite, punctual, able to work as part of a sales team, should be of a smart appearance and articulate, IT literate, ability to show initiative.
Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Mediator

Hours: Full-time, fixed term.
Employers: Tralee Local Employment Services.
Requirements: A successful candidate should possess the following. A solid working knowledge of issues relating to those most distanced from employment, training, education and employment opportunities.

Evidence of relevant personal, supervisory or leadership development in career to date. A formal qualification or study in the area of guidance or career counselling. Excellent interpersonal and communication skills. The ability to work as part of a team as well as using their own initiative. A full job description is available on www.traleeles.ie or www.nekd.ie
Application: To apply please send a hardcopy of C.V. and Cover letter to, Patricia Dowling, L.E.S. Co-ordinator, Tralee L.E.S, North Circular Rd, Tralee, Co. Kerry.
Closing date for receipt of applications is 2:00PM Friday, 27th November, 2015.
Applications may be shortlisted.

TÚS Supervisor

About: The Tús – Community Work Placement Programme provides short-term quality and suitable working opportunities for people who are unemployed while at the same time carrying out a broad range of services of benefit to the community and in a variety of community settings.

Employer: NEWKD

Duties: The identification of work placements in community organisations and settings. Promotion and administration of the scheme. The supervision of participants, including monitoring time and attendance. Maintaining appropriate records in both written and computerised formats.

Supervision of compliance with health and safety requirements. Setting, managing and monitoring work schedules and attaining targets.

Delivery on work specific training. Managing the output of the participants to match the expectations of the communities. Other duties required for the orderly operation of Tús.

Requirements:

Application: To apply please send C.V. and cover letter to Hazel O Malley, NEWKD, Aras an Phobail, Croilár an Mistéalach, Tralee, Co. Kerry or e-mail to info@nekd.ie.

Applications may be shortlisted, Garda Clearance will apply. Full job description available on www.nekd.ie. A panel may be formed from which future vacancies may be filled. Canvassing will disqualify. NEWKD is an equal opportunities employer. Closing date for applications is 2PM, Friday 27th November, 2015.

Office Assistant

Location: Killarney.

Hours: 39 hours per week.

Duration: 12 month contract – 6 month probationary period.

Duties: Normal office duties.

Requirements: 1-3 years of experience in Microsoft Excel & Word and an accounts package. Ideal candidate will have lots of drive, energy, ambition & a good telephone manner, along with excellent written communication skills and an ability to work on their own initiative.

Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Estimator

Location: Mid-West

About: An Estimator required for a progressive Joinery company. Serving Major building contractors throughout the country.

Application: Apply either by phone or e-mail.

Tel: 066 – 714 3995

E-Mail: donalb@frsrecruitment.com

Administrator

Location: North Kerry Area.
Hours: Part-time.
Requirements: Experience essential.
Application: Please apply to Box No. DS670C, The Kerryman, 9 Denny St., Tralee, Co. Kerry.
Closing date for applications on Wednesday, 25th November.

Customer Service

Location: North Kerry
Requirements: Highly motivated to operate in a team environment. Excellent communication, interpersonal and organisational skills. Ability to work on own initiative.
Application: Please apply to Box No. DS648C, The Kerryman, 9 Deny Street, Tralee, Co. Kerry.
Closing date for applications on Monday, 30th November, 2015.

Financial Accountant

Location: Mid-West
About: An Estimator required for a progressive Joinery company. Serving Major building contractors throughout the country.
Application: Apply either by phone or e-mail.
Tel: 066 – 714 3995 **E-Mail:** donalb@frsrecruitment.com

Financial Accountant

Location: Munster.
Employer: Mods and Minis.
Requirements: Qualified accountant with 5 years' experience. Proven practical knowledge of P+L, balance sheet, cash-flow, stock management and budgetary control. Good IT skills and experience with financial systems. Excellent verbal and written communication skills and a strong command of the English language.
Application: To apply please go to www.thejobsuite.com and use the keywords Financial Accountant (Retail) by Friday, 27th November, 2015.

Family Support Worker

Location: Tralee
Hours: Part-time, 15 Hours, 1 year contract.
Employer: Cumann Iosaef Community Centre.
Requirements: A minimum of 2 years of experience is required and relevant qualification in social studies / youth work or a related field is desired. Proven experience of providing one-to-one support, facilitation and group work. A full clean driver's license and own transport.
Application: Please forward a C.V. and a cover letter to Betty O'Connor, Centre Co-ordinator, Cummann Iosaef, Balloonagh, Tralee, Co. Kerry.
Closing date for applications is on the 4th of December, 2015. Garda vetting will apply.

Administrator

Employer: Kellihers Garage Service / CVRT test centre.
Requirements: You will need to be articulate, proficient in IT and administrative matters and one who thrives in a busy team orientated environment. Motor trade expertise is not essential as full training will be provided.
Application: C.V.s & details, etc. to Gerard McCarthy, After Sales Manager, Kellihers Garage, Rathass, Tralee. Please e-mail gerard@kellihers.ie

Hotel & Catering

Accommodation assistant, Day porter, Kitchen staff, Waiting Staff

Location: Killarney.
Requirements: Experience desirable, but not necessary.
Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Bar Person

Location: Killorglin.
Hours: Full-time and part-time.
Requirements: Experience is desirable, however full training is offered, but with a minimum wage.
Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Kitchen Staff

Location: Killorglin.
Duties: Food preparation, dinner duties, etc.
Benefits: An opportunity to progress to a professional catering qualification for the right candidate.
Application: Applications are currently being taken, the position will commence in February 2016. Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Accommodation Assistant

Location: Boutique Guest House, Killarney.
Requirements: Experience desirable, but not necessary.
Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Dining Room Supervisor / Manager

Location: Boutique Guest House, Killarney.
Duties: Day to day running of the dining area for breakfasts, etc. Early start involved.
Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Accommodation Assistant, Kitchen Porter, Waiting Staff

Location: Kenmare.
Requirements: Experience desirable, but not necessary.
Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

Duty Manager

Location: Boutique Guest House, Killarney.
Duties: Assist with the management of the hotel. Ensure delivery of exceptional guest service. Monitor day to day costs and bookings.

Requirements: Excellent command of the English language.

Application: Please send your application by post to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or e-mail to jgriffin@skdp.net

General & Assistant Managers, Senior & Junior Bartender, Kitchen Staff, P-t Bar Staff.

Employer: Celtic Whiskey Bar & Larder.

Requirements: The ideal candidates will be experienced food and beverage professionals. With passion and drive for delivering the highest standard of customer focus & service. Excellent communication skills. Ability to work under pressure and deal with large groups of people effectively & efficiently.

Ideally, the candidates would have knowledge & passion for whiskey, but full training will be provided. All candidates must have a hunger for excelling in this area and have strong sales attributes. Ability to deal with customers responsibly & respectfully. Excellent organisational skills, punctuality, team work & positive working attitudes are essential.

Application: Please e-mail your C.V. with a covering letter specifying which position you are interested in to ally@celticwhiskeyshop.com

Kitchen Assistant

Location: Tralee area.
Hours: Full-time position, immediate start.
Application: Please apply to Box No. 4650 Kerry's Eye Newspaper, Ashe Street, Tralee.

Hotel Receptionist

Employer: International Hotel, Killarney.
Requirements: Minimum of 2 years hotel reception experience required, knowledge of Hotsoft would be an advantage. Fluent English, and a minimum of 1-2 years' experience in a similar role is essential.

Application: C.V. application in writing or by e-mail to Anne Marie Collins, International Hotel, Kenmare Place, Killarney.

E-Mail: annemarie@killarneyinternational.com **Tel:** 064 – 663 1816

Waiting Staff, Bar Staff, Part-time Day/Evening Porter

Employer: International Hotel, Killarney.

Requirements: The ideal candidates must have a warm & welcoming personality; have excellent communication and customer service skills, and a high standard of personal presentation. Excellent conditions and competitive remuneration for suitable applicants.

Application: C.V. application in writing or by e-mail to Anne Marie Collins, International Hotel, Kenmare Place, Killarney.

E-Mail: annemarie@killarneyinternational.com **Tel:** 064 – 663 1816

Manager, Chefs, Waitresses.

Location: Kenmare.

Hours: Full-time and part-time hours.

About: A new Italian Restaurant is recruiting for the above positions.

Application: Please send C.V. to box number 3310 Killarney Advertiser, Unit 1C, Park Place, Killarney.

Additional Information overleaf...



To apply for vacancies advertised with Employment Services, it is important that you contact your local employment office in the first instance, as application details may vary. Please note vacancies are current at time of going to press. For other jobs check www.welfare.ie or the touch screen computers in all Employment Services offices

REF: 974877 APPRENTICE FITTER WELDERS
REF: 974876 INDUSTRIAL SANDBLASTER & SPRAY PAINTER
 The above vacancies are available in Milltown.

REF: 974767 SECURITY OFFICERS
 Castleisland. We are looking for fully qualified security officers with a valid PSA licence and a current safepass. Immediate start. the hours will be 1700 - 0800 each night with 24hr cover required at the weekends. The job entails guarding machinery and equipment at an ESB substation.

REF: 974197 COMMERCIAL ELECTRICIANS
 Required for an upcoming project in Tralee. There are 4 positions which are subject to a trial week to ensure you are suited to the job.

REF: 973978 STAFF NURSE
 Registered and experienced Staff Nurses required for a beautiful HIQA accredited Nursing Home located in Killarney.

REF: 973812 BHS HORSE RIDING INSTRUCTOR
REF: 973801 YARD ASSISTANT RIDER & GROOM
 The above vacancies are available in Killarney.

REF: 973784 PAYROLL & HR ADMIN
 Experienced payroll administrator required for a busy hotel in Tralee. Knowledge of Sage Micro pay an advantage. The successful candidate will be responsible for processing the weekly payroll, maintaining staff records and the production of weekly reports. Other duties will include general administration.

INTERNSHIPS

- Ref: 975893 Caretaker/Maintenance – Ballybunion
- Ref: 975892 Technical Assistant – Ballybunion
- Ref: 975719 Marketing/Telesales – Ballybunion
- Ref: 975656 Beauty Therapist - Portmagee
- Ref: 974634 Service Advisor – Castleisland
- Ref: 974620 Parts Advisor – Castleisland
- Ref: 974267 Administration Assistant – Kerry County
- Ref: 973908 Montessori Assistant – Dingle
- Ref: 973485 Receptionist/Website Admin – Killarney
- Ref: 973225 Web & Graphic Design, Social Media & Digital Marketing Assistant – Listowel
- Ref: 972908 Assistant Project Engineer – Tralee
- Ref: 972851 Health Care Assistant – Tralee
- Ref: 972820 Office Assistant - Killarney

COMMUNITY EMPLOYMENT

- Ref: 975012 Childcare Assistant – Killorglin
- Ref: 974705 Catering Assistant – Castleisland
- Ref: 974404 Cleaner/Maintenance Person – Beaufort
- Ref: 974401 Graveyard Maintenance Person – Beaufort
- Ref: 974400 Tidy Towns Maintenance Person – Beaufort
- Ref: 974397 Community Centre Assistant – Beaufort
- Ref: 974353 Community Alert Admin - Glenbeigh
- Ref: 973581 Evening Caretaker/Receptionist – Tralee

To find out more on any of the above vacancies or services

You can visit our website at: www.welfare.ie Or
 You can contact a Employment Service Office in:
 14 Edward Street, Tralee (066) 7183332/62

Services from the Killarney Library

The Killarney Library offers free online courses in many areas, such as IT and even for learning new languages.

Opening Hours : Monday, Wednesday, Friday, Saturday: 10:00 a.m. - 5.00 p.m.
 Tuesday & Thursday: 10:00 a.m. - 8:00 p.m.

Address: Rock Road, Killarney, Co. Kerry
Librarians: Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.
Phone: (064) 6632655
Fax: (064) 6632967
Email: killarney@kerrylibrary.ie