

South Kerry Local Employment Services

JOB VACANCIES

23rd May, 2016.

Free for your benefit.

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

South Kerry Local Employment Services

✓ Job Searching	Head Office, West Main Street, Cahersiveen.	Tel: 066 – 947 3068
✓ Career Guidance	2nd Floor, 37A, High Street, Killarney.	Tel: 064 – 663 6966
✓ Information Service	Library Place, Killorglin.	Tel: 066 – 976 2444
✓ Education & Training	21, Henry Street, First Floor, Kenmare.	Tel: 064 – 664 2444

Killarney Jobs Club

✓ Curriculum Vitae (C.V.'s)	37A, 2 nd Floor, High Street, Killarney.	Tel: 064 – 663 7833
✓ Cover Letters		
✓ Jobs Club Training		

Our offices are open from Monday to Friday

9:00 – 17:00

(Except lunchtime)



Working under contract for the
Department of Social Protection



Follow us on Facebook.

Accounts Assistant – Maternity Cover

Location:	Kenmare
No. Of Positions:	1
Duties:	<p>This part-time role will become available in July for the purpose of covering a maternity leave only. The Role will be reporting to the Hotel accountant, and will be responsible for compiling the daily sales figures and for the processing of all invoices for payment.</p> <p>This is a part time, contract position up to 24 hours per week (Monday, Wednesday & Friday).</p> <p>The key duties include:</p> <ul style="list-style-type: none"> • Compile the daily sales figures • Compile all aspects of the accounts payable function • Assist with payroll • Day to day banking • Assisting the accountant with any ad hoc projects • General administration duties
Requirements:	<p>Good computer skills Experience desirable Energetic and confident person Good People skills and trustworthy Ability to work under pressure as will be required to cater for high volumes of visitors</p>
Application:	<p>Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry jgriffin@skdp.net</p>

Financial Controller

Employer:	David Nolan & Co.
Job Summary:	Busy Town Centre Hotel seeks commercially minded financial controller
Location:	Tralee, Co. Kerry
Requirements:	The successful candidate will be a qualified accountant (or qualified by experience) with good technical knowledge and an excellent work ethic. Experience in the hotel industry will be an advantage.
Duties:	Duties will include responsibility for all financial reporting, preparation of internal reports, daily audits, payroll & statutory returns, goods inwards.
Hours:	
Salary/Benefits:	
How to Apply:	<p>Apply with CV to: David Nolan & Co., 3 Bridge Lane, Tralee, Co. Kerry</p> <p>Or email to: reception@davidnolan.ie</p>
Closing Date:	27 th May 2016

Sales Administrator

- Employer:** Forest Produce
Forest Produce is one of Europe's leading foliage producers. It has production bases in Ireland, UK and Italy and supplies cut foliage to flower packers, wholesalers and supermarkets in the UK and continental Europe.
- Location:** Tralee
- Requirements:**
- Excellent computer skills to include competence in MS Excel, Word and Outlook. Previous experience in Sage 50 accounts package would be an advantage
 - Be self motivated with a strong attention to detail
 - Possess excellent organisational and communication skills
 - Be enthusiastic and willing to learn
 -
- Duties:**
- Sales invoicing
 - Purchase order management
 - Stock level management
 - Liaising with suppliers and customers across several countries
 - Effectively manage delivery projects
 - Adhoc projects and tasks
- Hours:**
- Salary/Benefits:**
- How to Apply:** Forward a CV to Forest Produce Ltd, Clahane, Ballyard, Tralee, Co. Kerry. Email info@forestproduce.ie
- Closing Date:**

Centre Manager

- Employer:** Kerry Education and Training Board
- Location:** O'Connell Centre, Cahersiveen
- Requirements:**
- Appropriate third level qualification, recognised by the Department of Education and Skills for the purpose of teaching in a Further Education setting
 - Experience of QQI assessment, protocols and procedures
 - Leadership, management and administration qualities
 - Planning and organisational skills
 - Ability to work on own initiative, but also capable of working as part of a team
 - High level of ICT skills - data collection, processing and presentation
 - An in-depth understanding of Kerry ETB and its Adult and Further Education Programmes
- Duties:**
- Hours:** Fixed term contract
- Salary/Benefits:** Class III Teachers' Scale
- How to Apply:** Please complete application form which can be downloaded from Kerry ETB website www.kerryetb.ie/opportunities and return by email only to jobs@kerryetb.ie No CVs, only official application form will be accepted
- Closing Date:** 1pm on Monday, 30th May 2016

Carpenter

Employer: J.F Flynn Construction Ltd.
Job Summary: Are you a carpenter that takes pride in his work? Are you flexible in your approach to work? Are you looking to build a career within a growing team?
Location: Tralee, Co. Kerry
Requirements: 3 years carpentry experience
Duties: The position is to carry out carpentry duties to an excellent finish. To assist the team in progressing the project program and to assist the Site Manager in site management duties including monitoring and enforcing health and safety systems, site inductions and quality checking.
Hours:
Salary/Benefits:
How to Apply: E-mail your CV to michelle@jfflynn.ie
Closing Date:

Site Manager

Employer: J.F Flynn Construction Ltd.
Job Summary: Do you have Site Management Experience in the Fit-Out Sector or have a qualification in Site Management or are a tradesperson with experience in Fit-out-Works and ambition to move into site management
Location: Tralee, Co. Kerry
Requirements: 3 years site management experience
Duties: The position is to carry out site management duties, in a safe manner, as directed by the Project Manager/Operations Director, to assist the company to bring the project to a quality finish to the clients' satisfaction and within the client's budget Duties include health and safety management, sub-contractor organisation, site inductions, quality control, project programming.
Hours:
Salary/Benefits:
How to Apply: E-mail your CV to michelle@jfflynn.ie
Closing Date:

Quantity Surveyor

- Employer:** J.F Flynn Construction Ltd.
- Job Summary:** The position is to carry out tender preparations and project cost control, to assist the company to acquire and complete commercially viable contracts
- Location:** Tralee, Co. Kerry
- Requirements:** Diploma/Degree in Quality Surveying and minimum 2/3 years work experience
- Duties:** Preparing tender and contract documents, including bills of quantities with the architect and/or the client
- preparing prequalification documentation
 - liaising with clients and assisting in establishing a client's requirements and undertaking feasibility studies
 - liaising with subcontractors and suppliers and internal departments including Project Managers and Directors as necessary
 - identifying, analysing and developing responses to commercial risks
 - preparation of prequalification documentation including review e-tenders and downloading suitable projects
 - understanding the implications of health and safety regulations
 - attend meetings and contribute to company strategy and policy-making as required
 - develop personal skills and capability through on-going training, as provided by the company or elsewhere, subject to Company approval
- Hours:**
- Salary/Benefits:**
- How to Apply:** E-mail your CV to michelle@jfflynn.ie
- Closing Date:**

Education, Training and Childcare

Relief Worker – Childcare Centre

- Employer:** Little Stars Childcare Centre
- Job Summary:**
- Location:** Greenfields, Fries
- Requirements:** Must hold at least a major award in Early Childhood Care and Education at Level 5.
Applicants must have a genuine love of children.
- Duties:**
- Hours:**
- Salary/Benefits:**
- How to Apply:** Call Elaine/Edwina on (066) 979 3726 for further information
- Closing Date:**

Accommodation Assistant

Location: Various Locations in Killarney & Tralee
Requirements: At least 1 year's experience
Application: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry
jgriffin@skdp.net

Food & Beverage Assistant

Location: Tralee & Killarney
Requirements: At least 1 year's experience
Duties: To assist with general duties in the Restaurant, Bar and Conference & Banqueting areas of the hotel.
Application: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry
jgriffin@skdp.net

Kitchen Porter

Location: Tralee
Requirements: Experience desirable but not necessary
Duties: To assist the Kitchen team in ensuring the smooth and efficient running of food production, service and Health & Safety standards in the kitchen.
Application: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry
jgriffin@skdp.net

Baker / Confectioner

Employer: O'Mahonys Bakery
Job Summary:
Location: Tralee, Co. Kerry
Requirements: Must have experience
Duties:
Hours:
Salary/Benefits:
How to Apply: Apply with CV to: O'Mahonys Bakery, Boherbee, Tralee
Closing Date:

Part time/Full time Counter Staff

Employer: Almas Takeaway & Pizzeria
Job Summary: Almas takeaway & pizzeria are looking for part time/full time counter staff
Location: Milltown, Co. Kerry
Requirements:

- Cooking skills preferable but not essential.
- Applicants must be friendly, hardworking, honest and dedicated
- Excellent self presentation with fluent English and be flexible with regards to working hours

Duties: Counter Staff
Hours:
Salary/Benefits:
How to Apply: Please send CV to aalmas1@yahoo.com or call in to our store in Milltown
Closing Date: 17th June 2016

Junior Sous Chef

Employer: Manor West Hotel
Job Summary:
Location: Tralee, Co. Kerry
Requirements:
Duties:
Hours: Full Time
Salary/Benefits:
How to Apply: Applications to: hboyle@manorwesthotel.ie
Closing Date:

Deli Assistant

Employer: Zest Café
Location: School Road, Killorglin
Duties:
Hours: Hours vary between 32 – 39 per week, Monday to Saturday.
Salary/Benefits: Salary dependant on experience.
Requirements: Experience is desirable but not essential.
How to Apply: Call in with CV and references. Ask for Nicola or Patricia

Bar Manager and Bar Staff

Employer: O'Leary's, Ballinskelligs & Ring of Kerry Hotel,
Location: Cahersiveen, Co. Kerry.
Duties:
Hours: Hours would involve weekends and nights.
Salary/Benefits: Salary dependant on experience.
Requirements: Experience required. Bar Manager's position is permanent.
How to Apply: Send CV with references to mmccarthyringhotel@gmail.com

Kitchen Assistant/Wash-Up Person

Employer: Mid-Kerry restaurant
Job Summary: Kitchen assistant/wash-up person
Location:
Requirements:
Duties:
Hours: Flexible hours may apply
Salary/Benefits:
How to Apply: Please apply with CV to Killorglin LES
Closing Date: 6th June 2015

Experienced Chefs/Cooks

Employer: Established busy Bar and Restaurant located along the Wild Atlantic Way
Job Summary: Opportunity for talented and experienced Chef/Cooks.
Location:
Requirements:

- Applicants must be able to work on own initiative or part of a team assisting the Head Chef.
- Applicants should have proven record in the preparation & delivery of consistent high quality food, with the ability to run all aspects of the kitchen efficiently.
- Experience and knowledge of HACCP required.
- Fluent English is essential.

Duties:
Hours: Candidates must be willing to work flexible hours as regular weekend, bank holiday and evening work is required.
Salary/Benefits:
How to Apply: Interested applicants should forward their Cover Letter & CV to the following e-mail address: ferthabar@gmail.com
Closing Date: 30th June 2016

Breakfast Chef

Employer: Busy guesthouse
Job Summary:
Location: Killarney
Requirements: Experience required.
Duties:
Hours: Morning hours only
Salary/Benefits:
How to Apply: Send CVs to Old Weir Lodge, Muckross Rd, Killarney, or call 064-663-5593
Closing Date:

Receptionist

Employer: The Brehon, Killarney

Job Summary:

Location: Killarney

Requirements: The successful candidate must:

- Have a minimum of two years experience in this role in a similar sized operation
- Have strong customer service skills
- Be flexible
- Be able to work as part of a team
- Be an excellent communicator

Duties:

Salary/Benefits: We can offer year round employment in our hotel. Additional benefits include free parking, friends & family rates in our hotels and complimentary use of our leisure centre.

How to Apply: Apply with your up to date CV to HR Department, The Brehon, Killarney or forward by email to Ann O'Leary, HR Department, The Brehon
hr@thebrehon.ie

Closing Date: Friday 3rd June 2016

Bar, Restaurant & Banqueting Personnel

Employer: The Brehon, Killarney

Job Summary:

Location: Killarney

Requirements: Applicants should have previous experience of working in a similar role in busy restaurant, bar or banqueting operations.

Duties:

Salary/Benefits: We can offer year round employment in our hotel. Additional benefits include free parking, friends & family rates in our hotels and complimentary use of our leisure centre.

How to Apply: Apply with your up to date CV to HR Department, The Brehon, Killarney or forward by email to Ann O'Leary, HR Department, The Brehon
hr@thebrehon.ie

Closing Date: Friday 3rd June 2016

Accommodation Assistants

Employer: The Brehon, Killarney

Job Summary:

Location: Killarney

Requirements: Previous experience required in similar role.

Duties:

Hours:

Salary/Benefits: We can offer year round employment in our hotel. Additional benefits include free parking, friends & family rates in our hotels and complimentary use of our leisure centre.

How to Apply: Apply with your up to date CV to HR Department, The Brehon, Killarney or forward by email to Ann O'Leary, HR Department, The Brehon
hr@thebrehon.ie

Closing Date: Friday 3rd June 2016

Food & Beverage Service Personnel, Senior Receptionist

Employer: The Killarney Oaks Hotel
Job Summary:
Location: Killarney
Requirements:

- Experience essential

Duties:
Hours:
Salary/Benefits:
How to Apply: Please submit CVs to:
The Killarney Oaks Hotel, Muckcross Road, Killarney, Co. Kerry or
info@killarneyoaks.com
064-663-7600

Closing Date:

Part-Time Receptionist

Employer: Killarney Royal
Job Summary:
Location: Killarney
Requirements:
Duties:
Hours: Part time
Salary/Benefits:
How to Apply: Apply to heather@killarneyroyal.ie, 064-663-1853
Closing Date:

Cleaning Supervisor/Staff

Employer: The Grand, Killarney
Job Summary:
Location: Killarney
Requirements:

- Experience is essential
- Speak fluent English
- Possess strong work ethic, with impeccable cleaning standards.

Duties:
Hours: Must be available to work weekends & weekdays 10am – 3pm
Salary/Benefits:
How to Apply: Please send CV to killarneygrand@eircom.net or post to The Grand, Main Street, Killarney, Co. Kerry
Closing Date:

General Manager, Accommodation Supervisor, Head Chef, Breakfast Chef, Duty

Manager, Chefs of all grades, General Assistants for all Departments

Employer: The Cahernane House Hotel
Job Summary:
Location: Killarney
Requirements:
Duties:
Hours:
Salary/Benefits:
How to Apply: Applications and CVs should be submitted by email in strictest confidence to: careers@premgroupp.com
Closing Date:

Bar Staff

Employer: Tatler Jack
Job Summary: Bar staff required, food service experience an advantage
Location: Killarney
Requirements: Must be experienced
Duties:
Hours:
Salary/Benefits:
How to Apply: Apply with CV to: Tatler Jack, Plunkett Street, Killarney. (064) 663 2361
Closing Date:

Cook

Employer: Celtic Whiskey Bar & Larder
Job Summary: Celtic Whiskey Bar & Larder is recruiting a talented cook to work in a busy kitchen, preparing fresh, locally sourced food. The successful candidate will have the exciting opportunity to work with one of Ireland's top food consultants in delivering an enticing menu to customers. There is a strong focus on serving simple, seasonal dishes which express the outstanding quality local food suppliers have to offer.
Location: Killarney
Requirements: If you have a passion for food, like to break the mould a little in the kitchen and have a simple non-fuss attitude to cooking, then we would love to hear from you! Examples of our dishes include Kerry mussels in Black Bush cream and parsley, or fish-rich fishcakes and rapeseed mayonnaise.
Duties:
Hours:
Salary/Benefits:
How to Apply: Email a cover letter and CV to ann@irishwhiskeyexperience.net
Closing Date:

Commis Chefs, Kitchen Porters, Bar Staff

Employer: The Porterhouse, Plunkett Street, Killarney
Job Summary:
Location: Killarney
Requirements: Experience required.
Duties:
Hours:
Salary/Benefits:
How to Apply: Please send CVs to porterhousekillarney1@gmail.com
Closing Date:

Chefs x 2 – Urgent Requirement

Employer:
Job Summary: There is an urgent requirement for 2 Chef positions for the summer season. There is a possibility that one of these will be for the full year. Immediate start date.
Location: Cahersiveen
Requirements:

- Able to cook good basic food
- Some practical experience
- Honest and reliable
- No formal qualifications required, but they would be an advantage

Duties:
Hours: 40 – 50 hours per week
Salary/Benefits: €11 net pay per week, but negotiable
How to Apply: Contact Brendan Timothy of Timothy & O'Connor, Quayside House, 1-2 Princes Street, Tralee, Co. Kerry
Tel no 0667129579; (M) 0872308229; Fax no 066 7129585
Closing Date:

Medical Care & Support

GP Liaison Co-Ordinator

Employer: Bon Secours Hospital
Job Summary: An opportunity currently exists for a dynamic, results-driven individual to develop and deliver the Hospital's GP liaison function over a wide geographical area.
Location: Tralee, Co. Kerry
Requirements:

- Business, Marketing and Healthcare Degree
- 3 years post qualification experience in a marketing or sales function
- Have experience of working in an acute training hospital or equivalent
- Initiative, flexible and innovative
- Excellent interpersonal and communication skills
- Results driven
- Presentation skills – oral and audio-visual

Duties:

- The development and implementation of a strategic plan to enhance liaison with the community based GP's
- The development of links with the GP practices

- Develop strong relationships with key partners in the Munster Region
- Develop new ideas to promote Hospital Services
- Assisting in the development and production of all associated hospital services.

Hours: 20 hrs per week (Permanent Position)

Salary/Benefits:

How to Apply:

Please forward your CV and covering letter to:

- Hospital Manager, Bon Secours Hospital, Strand Street, Tralee, Co. Kerry
- Tel: 066 714 9800 Fax: 066 714 9861

Closing Date: Friday 27th May 2016

Triage Nurse Manager

Employer: South Doc

Location: Killarney, Co. Kerry.

- Requirements:**
- A professional qualification e.g. RGN, Business qualification
 - A minimum of 5 years post registration experience including 2 years at CNM2 level with professional managerial work experience or above
 - Knowledge of clinical governance, committed to professional development
 - Instructor level in a range of specific areas for key training
 - Leading quality standards and audits of processes, standards in place
 - A flexible approach to attendance with out of hours requirement
 - intermediate level computer skills
 - Ability to travel as required and nationally when required

- Duties:**
- High level professional and clinical leadership
 - Develop, Manage and implement with highest level of clinical care
 - Implement sound systems which allow for efficient and effective management of triage function
 - Consolidate and direct the future clinical focus of the service Development, implementation and overseeing of policy to ensure compliance
 - Provide instruction and guidance in overseeing triage training and development
 - To set measurable standards and goals
 - Assessment and evaluation skills

Hours:

Salary/Benefits:

How to Apply:

Please forward CV and cover letter detailing your experience to:
HR manager, SouthDoc, Floors 2 & 3, Hilliard House, High Street,
Killarney, Co. Kerry

Closing Date: Friday, 3rd June 2016

Part-Time – Pharmacy Technician

- Employer:** South Doc
Location: Killarney, Co. Kerry.
Requirements:
- A professional qualification as a qualified technician
 - Previous experience with a pharmacy service and with an automated dispensing systems ideal but not essential
 - Excellent organisational and time management skills with the ability to strategically plan and schedule all aspects of the pharmacy supply and demand
 - Excellent communication skills so as to communicate effectively
- Duties:**
- Lead and implement change to reach the highest standard of excellence in stock management
 - Meeting strict deadlines and KPIs as set out
 - Ensure the delivery of the highest standards in pharmacy
- Hours:** Part time
Salary/Benefits:
How to Apply: Please forward CV and cover letter detailing your experience to:
HR manager, SouthDoc, Floors 2 & 3, Hilliard House, High Street, Killarney, Co. Kerry
Closing Date: Friday, 3rd June 2016

Social Care Leaders – Person in Charge

- Employer:** Kerry Parents and Friends Association
Location: Listowel & Tralee
Hours: Full-time, temporary maternity leave posts.
Requirements:
- A FETAC Accredited Degree in Applied Social Studies / Social Care or a qualification in Nursing (RNID), Psychology or Social Work (Degree);
 - Not less than five years' experience working with intellectual disabilities in a residential setting – three of the five years must be at a senior level and involve working for and achieving a HIQA registration;
 - Extensive experience of working with adults with intellectual disability who may present with behaviours that challenge and supporting care staff in similar environments;
 - Management or supervisory experience including staff management and supervision;
 - Experience of managing residential budgets;
 - Full clean driving licence;
- Info:** Informal enquiries to Maura Crowley at 064 – 663 2742
or e-mail maura.crowley@kpfa.ie

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- Application:** For application forms please contact Nora/Mary at 064 – 663 2742
or e-mail info@kpfa.ie
Completed application forms must be submitted to Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co. Kerry, by 5:00pm on the 25th of May, 2016.
Candidates may be shortlisted for interview on the basis of information contained in their application forms. A panel may be formed from which future vacancies throughout the Association may be filled up to 31st December, 2016.
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Staff Nurse

Employer: Kerry Parents and Friends Association
Location: Tralee
Hours: Full-time, permanent post, 39h per week.

Requirements: RNID preferred other nursing disciplines considered.

Info: Informal enquiries to Maura Crowley at 064 – 663 2742
or e-mail maura.crowley@kpfa.ie

Application: For application forms please contact Nora/Mary at 064 – 663 2742
or e-mail info@kpfa.ie

Parents Completed application forms must be submitted to Chief Executive, Kerry
and Friends Association, Old Monastery, Port Rd., Killarney, Co. Kerry.
By 5:00pm on the 25th of May, 2016.

contained in Candidates may be shortlisted for interview on the basis of information
their application forms.

Association may A panel may be formed from which future vacancies throughout the
be filled up to 31st December, 2016.

Programme Assistant / Driver

Employer: Irish Wheelchair Association
Location: Kerry Area

Requirements: A full D licence, CPC and a minimum of four completed modules of
FETAC Level 5 (Major Award) Care Support or a similar qualification is
essential for this position;
A full copy of the job description is available on www.iwa.ie

Application: Please e-mail a C.V. and a cover letter to hr@iwa.ie or by post to Irish
Wheelchair Association, HR Department, Blackheath Drive, Clontarf, Dublin 3.
Closing date for receipt of completed applications is 27th, May, 2016.

Sales & Marketing

Sales Representative

Employer: The Kerryman/Corkman Group

Location:

Requirements: Sales Professional in our Advertising Department that meets the
following criteria:

- Proven sales record
- Good computer experience required
- Ability to work as part of a highly motivated team
- Enthusiastic, energetic and positive
- Ability to work on own initiative

A clean driving licence is essential

The ideal candidate will have a proven track record in sales

Duties:

Hours: Full time
Salary/Benefits:
How to Apply: Applications with CV to: smurphy@kerryman.ie
Closing Date: Friday, 27th May 2016

Marketing & PR Manager

Employer: Siamsa Tíre
Location: Tralee.
Duties: The successful candidate will plan, manage and develop the marketing and communications strategy for Siamsa Tíre, delivering to agreed goals in line with the vision for the organisation.
Application: For a full job description and details of how to apply, please e-mail recruitment@siamsatire.com
Closing date for applications 5:00pm on the 10th of June, 2016.
Interviews will be held during the week of the 20th of June, 2016.
Tel: 066 – 712 3055 **Web:** www.siamsatire.com

Security, General Operatives & General Services

General Operatives

Location: Millstreet
No. Of Positions: Several
Duration: Full Time – Immediate Start
Requirements: Ability to stand, bend and stretch without issue (all positions are standing, no seated positions)
Good command of the English Language
Flexibility to work three cycle shift (week of days / evenings / nights)
Good attention to detail
Strong work ethic.
Application: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry
jgriffin@skdp.net

Panel Beater

Location: Cahersiveen
No. Of Positions: 1
Duration: Part time – Immediate start
Description: This is a part time position, Monday to Friday. Hopefully progress to a full time position

All applicants should have excellent people skills, be a good communicator and be able to work on their own initiative with the ability to carry out tasks with little or no supervision.

All applicants are required to be fully qualified with 2 – 3 years experience and possess a full clean driving licence

Application: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry
jgriffin@skdp.net

Tús Programme Placements

TÚS Participation Requirements

To be eligible to participate in the TÚS scheme you must meet the following criteria.

- Have been continuously unemployed for at least 12 months and "signing on" on a full-time basis;
- Have been receiving a jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 12 months;
- Be currently receiving Jobseeker's Allowance.

Clerical Officer

Employer: South Kerry Development Partnership Ltd.
Hours: 19.5h per week.
Requirements: The ideal candidate would have the following...
Good Microsoft Word, Excel and Outlook Skills;
Excellent telephone manner and an ability to work under pressure

Benefits: Full training will be given.

Application: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry: jgriffin@skdp.net

Community Employment Scheme Positions

How to Apply

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for these vacancies. The Job Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over for the Childcare, Health and Social Care sectors and 25 years of age or over for all other areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

For more information on each position please visit www.jobsireland.ie Contact arrangements must be followed exactly as stated by the employer as they are the preferred method of contact.

Position	Reference No.	Location	Expires
Childcare Assistant	1034744	Castlemaine	20/05/2016
Driver/Maintenance	1033641	Caherciveen	27/05/2016
Cook	1022770	Caherciveen	27/05/2016
Assistant Youth Worker	1039931	Castleisland	23/05/2016
Receptionist/Youth Info Assistant	1040759	Killarney	25/05/2016
Traveller Community Link Worker	1041011	Tralee	02/06/2016
Office Administrator	1041002	Castleisland	26/05/2016

Services from the Killarney JobsClub

- ✓ Develop job seeking skills and techniques such as preparing a Curriculum Vitae and a cover letter.
- ✓ Prepare for interviews.
- ✓ Build relationships and rapport.
- ✓ Develop verbal communication skills as well as body language skills.
- ✓ Identify individual strengths and skills and match them to local work opportunities.
- ✓ Identify ways to improve job seeking decision-making capabilities.
- ✓ Explore and analyse local work opportunities.
- ✓ Develop a network of contacts, which can be of assistance in getting work.

Services from the Local Employment Services

Job Seekers

Providing you with free and confidential information, guidance and job-searching support as well as training & educational opportunities.

Employers

Save time and costs associated with recruiting by using our free quality service.

Volunteering Opportunities

Volunteer to increase your chances of employment

On the path to finding a job, why not consider volunteering? Your jobseekers allowance will not be affected if you volunteer, as long as you remain available to take up paid employment.

To find out more, contact Linda, the Placement Officer, at Kerry Volunteer Centre on 066-7117966 or linda@volunteerkerry.ie or visit our website www.volunteerkerry.ie

Please note that it is important to seek approval for volunteering by contacting your DSP Case Officer.

Services from the Killarney Library

The Killarney Library offers free online courses in many areas, such as IT and 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) 663 2655
Fax: (064) 663 2967
Email: killarney@kerrylibrary.ie

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