

South Kerry Local Employment Services

JOB VACANCIES

12th December, 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
- ✓ Career Guidance
- ✓ Information Service
- ✓ Education & Training

Head Office, West Main Street, Cahersiveen.

Tel: 066 – 947 3068

Kenmare Office

21 Henry Street,
First Floor
Kenmare,
Co. Kerry
Tel: 064 6641930

Killorglin Office

Library Place,
Killorglin
Killorglin,
Co. Kerry
Tel: 066 9761615

Killarney Office

37A High Street,
2nd Floor
Killarney,
Co. Kerry
Tel: 064 6636966

Killarney Jobs Club

- ✓ Curriculum Vitae (C.V.'s)
- ✓ Cover Letters
- ✓ Jobs Club Training

37A High Street, 2nd Floor, Killarney.

Tel: 064 – 663 7833

Our offices are open from Monday to Friday

9:00 – 17:00

(Except lunchtime)



Working under contract for the
Department of Social Protection



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Administration & Office

Office Administrator - Accounts

- Employer:** Independent Irish Health Foods Ltd
- Location:** Ballyvourney
- Job Summary:** Office Administrator - Accounts
- Requirements:**
- Knowledge of computerised accounting and payroll systems
 - Typing skills and office qualification beneficial
 - Clear communication skills both written and oral
- How to Apply:** Please forward CV with references to: jobs@iihealthfoods.com. Independent Irish Health Foods Ltd., Unit 12 Ballyvourney Industrial Estate, Ballyvourney, Co Cork. Tel. 026 65750

Beauty, Hair, Fitness & Leisure

Junior Hair Stylist

- Location:** Killarney
- Job Summary:** Junior Hair Stylist required for Christmas period with possibility of extension
- How to Apply:** Please apply to: PO Box No 3393, Killarney Advertiser, Unit 1C, Park Place, High Street, Killarney, Co Kerry

Structural Technician

Employer: Kerry County Council
Location: Tralee
Job Summary: Structural Technician
Hours: Full time
Salary/Benefits: € 24,986 - € 40,132 per annum
How to Apply: Application forms and full particulars may be obtained from the Kerry County Council website www.kerrycoco.ie or on the Local Government jobs website www.localgovernmentjobs.ie. Tel: 066 718 3814. Email: hr@kerrycoco.ie.
Closing Date: 22nd December 2016

Electricians, Electrical Apprentices & Security Installers

Location: Kerry Area
Job Summary: Electricians, Electrical Apprentices & Security Installers
Requirements:

- Experience is essential (references will be required)
- Safe Pass & Manual Handling required

How to Apply: Please email CV to: ads@kerryman.ie with Box No DS95C in subject line

Architectural Technician

Employer: Teicniuil-Priory Consulting Engineers Ltd
Location: Killarney
Job Summary: Architectural Technician
Requirements: Suitable candidates will have a degree level qualification in a construction related field along with 5 years' minimum experience in the preparation of planning, tender and construction drawings, specifications, fire certification applications and site management
Hours: 6 month contract with possibility to extend
How to Apply: Applications only accepted by email to: info@teicniuil.ie. Teicniuil-Priory Consulting Engineers Ltd, Courtyard House. Fair Hill, Killarney, Co Kerry. Tel: 064 663 1847.

Assistant Lecturer - Health and Leisure (Aquatics)

- Employer:** Institute of Technology Tralee
Location: Tralee
Job Summary: Assistant Lecturer - Health and Leisure (Aquatics)
Requirements:
- Appropriate Honours primary degree (second class or higher) or equivalent
 - National Rescue Award for Swimming Teachers and Coaches trainer/assessor tutor, Royal Lifesaving Society (RLSS) National Pool Lifeguard trainer/assessor tutor, Irish Water Safety/Swim Ireland Swimming teacher tutor
 - Three years relevant post graduate experience
- Duties:** The Assistant Lecturer will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration
- How to Apply:** All applications must be made online at www.ittralee.ie. Institute of Technology, Tralee, Co Kerry. Email: humanresources@ittralee.ie. Tel: 066 714 5613
- Closing Date:** 15th December 2016

Assistant Lecturer – Early Childhood Care and Education

- Employer:** Institute of Technology Tralee
Location: Tralee
Job Summary: Assistant Lecturer – Early Childhood Care and Education
Requirements:
- Appropriate Honours primary degree (second class or higher) in Early Childhood Education or equivalent
 - Three years relevant post graduate experience
- Duties:** The Assistant Lecturer will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration
- How to Apply:** All applications must be made online at www.ittralee.ie. Institute of Technology, Tralee, Co Kerry. Email: humanresources@ittralee.ie. Tel: 066 714 5613
- Closing Date:** 15th December 2016

Staff Nurse

- Employer:** St. Joseph's Home
Location: Killorglin
Job Summary: Staff Nurse
How to Apply: Please contact St. Joseph's Home, Ballymacprior, Killorglin, Co Kerry. Tel: 066 976 1124 or email: stjosephskillorglin@eircom.net

Assistant Lecturer – Applied Social Studies (Social Care)/Youth & Community Studies

- Employer:** Institute of Technology Tralee
Location: Tralee
Job Summary: Assistant Lecturer – Applied Social Studies (Social Care) / Youth & Community Studies
Requirements:
 - Honours primary degree (second class or higher) in Social Science/Social Studies/Youth & Community Studies or equivalent.
 - Three years relevant post graduate experience**Duties:** The Assistant Lecturer will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration
How to Apply: All applications must be made online at www.ittralee.ie. Institute of Technology, Tralee, Co Kerry. Email: humanresources@ittralee.ie. Tel: 066 714 5613
Closing Date: 15th December 2016

Teaching Post – Music (Maternity Leave Cover)

- Employer:** Kerry Education & Training Board
Location: (CNS) Coláiste na Sceilge Cahersiveen
Job Summary: CNS 16.17.55 Music 18.66 Hours
 (Maternity Leave Cover 09-Jan-2017 to 16-Mar-2017)

Kerry Education & Training Board wishes to recruit committed, enthusiastic and talented educators to its team of teachers and educational leaders. We provide a quality comprehensive education & training service in eight second level schools, two Further Education colleges, Kerry ETB Training Centre, four adult education centres and through a wide range of community based adult and further education and training programmes. Applications are invited for the above Fixed Term/Specific Purpose teaching posts, under the aegis of Kerry Education & Training Board which may arise in the school year 2016/2017. A panel may be formed from these competitions from which appointments may be made in 2016/2017.

- Requirements:**
 - A Teacher Education qualification is a requirement.
 - Candidates proposed for appointment with Kerry Education & Training Board must be registered in accordance with Section 31 of the Teaching Council Act, 2001.
 - Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form**How to Apply:** Please complete application form which can be downloaded from our website www.kerryetb.ie/opportunities and return by email only to jobs@kerryetb.ie. No CV's, only official application form, including reference number, for the post(s) you are applying for will be accepted. Kerry Education & Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co Kerry. Tel: 066 712 1488
Closing Date: 16th December 2016

Cook

Employer: Rockmount Care Centre
Location: Kilgarvan
Job Summary: Cook (Maternity cover. February to September 2017)
Requirements: HACCP certified
Hours: Part time (22 hours per week - Mon to Fri)
How to Apply: Send you CV to Nurse Manager. Rockmount Care Centre, Doctor's Surgery, Rockmount, Gortnaboul, Kilgarvan, Co Kerry. Tel: 064 668 5952. Email: rockmountcentre@eircom.net
Closing Date: 16th December 2016

Front Desk Receptionist

Employer: The Grand Hotel
Location: Tralee
Job Summary: Front Desk Receptionist
Requirements:

- Experience in a similar role
- Dependable & organised
- Good phone & communication skills
- Capable of managing and coordinating reservations

How to Apply: Please email: dickboylegrandhotel@gmail.com or phone 066 712 1499. The Grand Hotel, Denny Street, Tralee, Co Kerry

Bar Food & Beverage Manager

Employer: The Moorings
Location: Portmagee
Job Summary: Bar Food & Beverage Manager
Requirements:

- Ability to train and manage a team to deliver a quality customer service
- Excellent communication skills
- Conflict resolution skills
- Sound knowledge and passion for food and beverage
- Understanding of labour management and food cost
- Minimum 3 - 4 years' experience in a gastro pub establishment

Duties:

- Managing the Bar Food function
- Maintaining the high standard of out establishment
- You will have a major role in building the team to produce an excellent service
- Increasing sales and profits while promoting the business at all times

Hours: Full time
How to Apply: Please apply with CV to: mooringsportmagee@gmail.com. The Moorings, Portmagee, Co Kerry. Tel: 066 947 7108

IT Systems & Network Graduate (Ref No 583)

Employer: FEXCO
Location: Killorglin
Job Summary: IT Systems & Network Graduate (Ref No 583). FEXCO are currently looking for IT graduates to apply for this exciting position. Our graduate programme is a fantastic opportunity to start your career in a progressive and innovative global company. It is a hugely exciting opportunity for graduates who have the appetite to progress personally and professionally
How to Apply: Please check the FEXCO careers web portal at: <https://fexco.com/fexco/careers/> for more detailed information and to apply. FEXCO, Iveragh Road, Killorglin, Co Kerry. Tel: 066 976 1258
Closing Date: 20th January 2017

Service Design Manager (Ref No 481)

Employer: FEXCO Merchant Services
Location: Killorglin
Job Summary: Service Design Manager (Ref No 481). FEXCO Merchant Services are seeking a Service Design Manager to join their team based in Killorglin, Co. Kerry.
How to Apply: Please check the FEXCO careers web portal at: <https://fexco.com/fexco/careers/> for more detailed information and to apply. FEXCO, Iveragh Road, Killorglin, Co Kerry. Tel: 066 976 1258
Closing Date: 31st December 2016

Service Incident, Problem & Change Manager (Ref No 439)

Employer: FEXCO Merchant Services
Location: Killorglin
Job Summary: Incident, Problem & Change Manager (Ref No 439). FEXCO Merchant Services are seeking an Incident Problem & Change Manager to join their team based in Killorglin, Co Kerry
How to Apply: Please check the FEXCO careers web portal at: <https://fexco.com/fexco/careers/> for more detailed information and to apply. FEXCO, Iveragh Road, Killorglin, Co Kerry. Tel: 066 976 1258
Closing Date: 16th December 2016

Staff Nurse

Employer:	Holycross Day Care Centre (Killarney Community Services)
Location:	Killarney
Job Summary:	Staff Nurse
Requirements:	<ul style="list-style-type: none">• Registered in the General Division of the Live Register of Nurses maintained by An Bord Altranais or to be entitled to be so registered• Minimum of 2 years' Elderly Care experience• Excellent clinical skills• Good communication and interpersonal skills
Duties:	The Staff Nurse will be part of the Day Care Centre team, working in a community based facility, which provides a welcoming, warm and safe environment for the older person living in the Killarney area
Hours:	Part time (20 hours per week. Monday through Friday, 11:00 - 15:00)
How to Apply:	Cover letter and CV by post (Quoting Ref: "Staff Nurse") to: Chairperson, Holycross Day Care Centre, Rock Road, Killarney, Co Kerry
Closing Date:	16 th December 2016

Registered Midwives & Staff Nurses

Employer:	University Hospital Kerry
Location:	Tralee
Job Summary:	Registered Midwives & Staff Nurses (General & Sick Children's)
Hours:	Temporary & Permanent Positions (Specified Purpose Contract)
How to Apply:	Application forms obtained from Paulinea.McCarthy@hse.ie. Tel: 066 718 4215. Informal enquiries to Ms. Amanda Coulson - Asst. Director of Nursing or Joanne Evans – Clinical Nurse Manager.
Closing Date:	30 th December 2016

Healthcare Assistant

Employer:	University Hospital Kerry
Location:	Tralee
Job Summary:	Healthcare Assistant
Requirements:	FETAC Level 5
Hours:	Temporary & Permanent Positions (Specified Purpose Contract)
How to Apply:	Application forms obtained from Paulinea.McCarthy@hse.ie. Tel: 066 718 4215. Informal enquiries to Ms. Amanda Coulson - Asst. Director of Nursing or Joanne Evans – Clinical Nurse Manager.
Closing Date:	30 th December 2016

Care Assistants

Employer:	Kilcara House Nursing Home
Location:	Listowel
Job Summary:	Care Assistants
Requirements:	Must be flexible to work over 7 days
Hours:	Full or Part time position
How to Apply:	Please apply to kilcarahouse@gmail.com or via post to Kilcara House Nursing Home, Kilcara, Duagh, Listowel, Co Kerry. Tel: 068 45377

Buyer

Location: Millstreet, Co Cork

Job Summary: Reporting to the Purchasing Manager the Buyer will work in a team with 3rd Party Suppliers / Service providers and internal functions such as Sales, Planning, Finance, Operations, Logistics, Engineering and Quality to purchase and reduce the cost of material / services for the organisation.

Requirements:

- Minimum of 3 years previous purchasing experience ideally gained within a high volume regulated manufacturing environment. (E.g. Automotive or Medical Device industry)
- Third level Education qualification. Professional qualification, e.g. IIPMM / APICS is desirable.
- Experience with MRP systems. (SAP experience is desirable)
- High proficiency using MS Office applications. (Outlook, Excel, Word, Power Point)
- Able to work in a team environment and under own initiative.
- Able to prioritize, organize tasks and work to specified deadlines.
- Have excellent communication skills, both written and oral.
- Full Driving License and ability to travel internationally several times annually.

Duties:

- Manage a portfolio of Suppliers/Service Providers to support the Organisation.
- Generate, Issue, Expedite and Defer Purchase Orders (PO) as required.
- Negotiate contract terms and conditions with Suppliers and Service providers.
- Manage Supplier / Service Provider performance and overall relationship.
- Manage inventory levels in line with agreed targets and associated reports.
- Identify, measure and report on actual and potential material shortages.
- Source new ingredients and services and issue status reports as required.
- Maintain system data to ensure adequacy, accuracy and compliance to internal controls.
- Prepare and issue daily/weekly/monthly/quarterly/annual reports as required.
- Support the implementation of design changes to existing parts, ensuring supplier is aware of new requirements and business impact.
- Proactively seek out, assess, manage and deliver cost and lead-time reduction projects.
- Manage problem resolution by initiating appropriate action when supplier quality or compliance deficiencies are identified.
- Provide input to and comply with all established company policies, procedures and guidelines and comply with all relevant laws and regulations.
- Develop a good understanding of the supplier / service industry to support strategic decisions and reduce risk.

Hours: Full time

How to Apply: Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Off Shift Supervisor

Location:	Millstreet, Co Cork
Job Summary:	Off Shift Supervisor
Requirements:	<ul style="list-style-type: none"> • Target focused & attention to detail & accuracy essential • Supervisory Industrial / Automotive experience desirable. • Strong communication and interpersonal skills essential. • Flexible to work shift & change to meet customer demand at short notice • Minimum Certificate in Electronic, Electrical, Mechanical, Manufacturing or Quality Engineering
Duties:	<ul style="list-style-type: none"> • Supervisory Management experience/qualification • Supervision & Management of production personnel. • Achievement of production targets. • Drive process improvements in conjunction with other teams. • Documentation of production reports. • Conduct performance appraisals promptly with production personnel. • Maintain positive employee relations through the implementation of ALPS HR Policies • Ensure the health and safety of employees. Report and investigate all accidents / incidents and follow through on corrective actions promptly. Continually develop safe practices and ensure the all production personnel are fully informed of all safety procedures. • Maintain company 5S system (Housekeeping) • Achieve individual performance goals as per performance review
Hours:	Full time
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Production Assembly Operators

Location:	location
Job Summary:	Production Assembly Operators
Requirements:	<ul style="list-style-type: none"> • Excellent command of the English Language • Flexibility to work three cycle shift (week of days / evenings / nights) • Good attention to detail • Strong work ethic.
Hours:	Full time
Salary/Benefits:	<ul style="list-style-type: none"> • On the job training and room for progression • Free onsite parking • Highly subsidised canteen (free tea and coffee facilities) • Company pension • Discounted health insurance • 25 Days holidays annually • Cycle to work scheme • Refer a friend incentive scheme
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Technical Supervisor – Back Shift

Location: Millstreet, Co Cork

Job Summary: Technical Supervisor – Back Shift

Requirements:

- 3/5 years' experience in Senior Technical role / Supervisory role
- Knowledge of SMT & FAS & MLD/LASER processes essential
- Experience of Robotics, PLCs, Hydraulics, Pneumatic, and mechanical systems required
- A good working knowledge of Health and Safety systems and practices (IOSH qualification desirable)
- The ideal candidate shall be self-motivated, reliable and determined to strive for continuous improvement
- Strong communication and interpersonal skills essential.
- Diploma (level 7) in Electronic, Electrical, Mechanical, or Manufacturing Engineering
- Supervisory Management experience/qualification

Duties:

- Coordinate technical activities across all departments on the backshift
- Delegation and monitoring of all technical tasks
- Weekly/Monthly Preventative Maintenance and yearly equipment servicing requirements
- Usage of Mainsaver (CMMS) for the document and control of PM activities & Inventory management
- Equipment downtime reporting and drive corrective actions to eliminate eqpt problems
- Coach and mentor technical staff to develop our technical team
- Conduct performance appraisals promptly with technical personnel as required
- Maintain positive employee relations through the implementation of ALIR HR Policies and Procedures
- Ensure the health and safety of employees. Report, record and investigate all accidents / incidents. Continually develop safe practices and ensure the all production personnel are fully informed of all safety procedures and compliant with them.
- Maintain company 5S system (Engineering hygiene)
- Achieve individual performance goals as per performance review

Hours: Full time

How to Apply: Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Test Engineer

Location:	Millstreet, Co Cork
Job Summary:	Test Engineer
Requirements:	<ul style="list-style-type: none"> • Degree in Electronic Engineering, or similar is essential. • C/C++ Programming expertise and a knowledge of PLC programming is required • Computer literate – including Database, Microsoft Word, Excel; email.
Duties:	<ul style="list-style-type: none"> • Working in the Engineering department, you will provide engineering support to the Operations function. • Develop the test strategy for products. • Design, development and construction of the hardware and software required to test products at the final assembly cell • Development and implementation of advanced test and inspection methods including automatic vision inspection systems, push and pull force measurements, rotary force measurements and MT methods • Verification of the testing process
Hours:	Full time
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Programme Manager - Freshwater Pearl Mussel Project

Employer:	South Kerry Development Partnership Ltd
Location:	South Kerry
Job Summary:	Programme Manager - Freshwater Pearl Mussel Project
Requirements:	Must hold at least level 8 qualification on the National Framework of Qualifications (NFQ) or equivalent in any one or combination of the following subjects: Environmental Science, Ecology, Botany, Zoology, Agricultural Science, Conservation Biology OR other similar relevant subject(s). Farm Advisory Service (FAS) approved
Hours:	Full time
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net
Closing Date:	16 th December 2016

Scientific Officer – Freshwater Pearl Mussel Project

Employer:	South Kerry Development Partnership Ltd
Location:	South Kerry
Job Summary:	Scientific Officer – Freshwater Pearl Mussel Project
Requirements:	Must hold at least Level 9 qualification on the NFQ or equivalent in any one or combination of the following subjects: Environmental Science, Ecology, Botany, Zoology, Agricultural Science or other similar relevant subject(s). Farm Advisory Service (FAS) approved
Hours:	Full time
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net
Closing Date:	16 th December 2016

Customer Service Representative (Ref No 444)

Employer: FEXCO Managed Business Solutions and Outsourcing
Location: Cahirsiveen
Job Summary: Customer Service Representative (Ref No 444). FEXCO Managed Business Solutions and Outsourcing are currently recruiting for Customer Service Representatives to join their growing team based in Cahirsiveen, Co Kerry.
How to Apply: Please check the FEXCO careers web portal at: <https://fexco.com/fexco/careers/> for more detailed information and to apply. FEXCO, Iveragh Road, Killorglin, Co Kerry. Tel: 066 976 1258
Closing Date: 16th December 2016

Inbound Sales & Territory Manager (Maternity Cover)

Employer: ProMed
Location: Killorglin
Job Summary: Inbound Sales & Territory Manager (Maternity Cover)
Requirements:

- Sales experience essential
- Medical & Dental experience an advantage

Duties:

- Taking inbound calls, sales order processing and upselling to meet customer needs and expectations
- Outbound recruitment calls to existing customers
- Create and implement territory plan
- Management and growth of customer portfolio to achieve KPI's

How to Apply: Please apply in writing to hr@promed.ie including a CV and cover letter explaining why you are the right person for the role. ProMed, Tulligmore, Killorglin, Co Kerry. Tel: 066 979 0242
Closing Date: 16th December 2016

Sales & Marketing Executive

Employer: Eviston House Hotel (Best Western)
Location: Killarney
Job Summary: Sales & Marketing Executive
Requirements:

- Experience in Hotel - Sales & Marketing
- Excellent communication skills
- Ability to assist in developing and driving our marketing plan
- Knowledge of HotSoft and SiteMinder desirable

How to Apply: Please apply with CV and cover letter to peviston@evistonhouse.com. Eviston House Hotel, 97 New Street, Killarney, Co Kerry. Tel: 064 663 1640

Retail

Pharmacist

Employer: O'Mahony's Pharmacy
Location: Ardfert
Job Summary: Pharmacist
Hours: Part time (2 /3 days per week. Starting 1st February 2017)
How to Apply: To apply please email CV to: eddiemorrison@eircom.net

Security, General Operatives & General Services

Warehouse Operative

Employer: Independent Irish Health Foods Ltd
Location: Ballyvourney
Job Summary: Warehouse Operative
Requirements:

- Experience in picking and packing beneficial
- Must be motivated and a good team player

Duties: Responsible for general warehousing duties
How to Apply: Please forward CV with references to: jobs@iihealthfoods.com. Independent Irish Health Foods Ltd., Unit 12 Ballyvourney Industrial Estate, Ballyvourney, Co Cork. Tel. 026 65750.

Tourism & Travel

Manager

Employer: GoKerry / All Kerry Tourism Ltd
Location: Killorglin
Job Summary: Manager
Requirements:

- Relevant 3rd Level qualification is desirable
- Thorough understanding and knowledge of the tourism industry

Duties: To manage the development of GoKerry / All Kerry Tourism
Hours: Part time (2.5 days per week)
How to Apply: Please forward application including CV and cover letter to Sean de Buitlear, GoKerry, c/o SKDP Offices, Library Place, Killorglin, Co Kerry. Full particulars for the position are available by emailing info@gokerry.ie
Closing Date: 16th December 2016



South Kerry Development Partnership Ltd

Are Currently Recruiting for the

TÚS-Community Work Placement Initiative Participants.

- Are you Unemployed and interested in working in Local Community Projects?
- Tús provides work opportunities for all unemployed people in South Kerry.
- If you are less than 25 years of age there will be a major financial incentive for participating.
- Class A social insurance paid.
- 12 month contract.

Come in and talk to us in South Kerry Development Partnership, West Main Street, Cahersiveen or phone 066 9472724. Joseph McCrohan Tus Manager & Concubhair Lyne Tus Supervisor



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.

Please contact your Local Employment Service Offices

Services from the Kerry South Jobs Club



- ✓ Develop job seeking skills and techniques such as preparing a CV 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.
 - **Please contact Mary or Paul for an appointment Tel: 064 66 37833**

Community Employment Scheme Positions

How to Apply

Please contact your Local Employment Service Offices (details below). 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.

Job Title	Location	No. of positions	Job Ref. No.
General Operative (Tidy Towns)	Sneem	1	
Resource Centre Assistant	Sneem	1	
Crèche Cleaner / Activity Assistant	Sneem	1	
<i>Grounds Person (Kilgarvan Community Development Ltd)</i>	<i>Kilgarvan</i>	<i>2</i>	<i>CES 2005943</i>
<i>Cleaner (Kilgarvan Community Development Ltd)</i>	<i>Kilgarvan</i>	<i>1</i>	<i>CES 2005945</i>
<i>Cleaner</i>	<i>Scartaglen</i>	<i>1</i>	<i>CES 2020922</i>
<i>Childcare Assistant</i>	<i>Camp</i>	<i>2</i>	<i>CES 2010078</i>
<i>Childcare Assistant</i>	<i>Castledrum / Keel</i>	<i>2</i>	<i>CES 2010062</i>
<i>Childcare Assistant</i>	<i>Waterville</i>	<i>2</i>	<i>CES 2010093</i>
<i>Childcare Assistant (Milltown Childcare)</i>	<i>Milltown</i>	<i>1</i>	<i>CES 2011294</i>
<i>Kitchen Assistant</i>	<i>Rathmore</i>	<i>1</i>	<i>CES 2019819</i>
<i>Caretaker (Gneeveguilla GAA)</i>	<i>Gneeveguilla</i>	<i>1</i>	<i>CES 2016200</i>
<i>Caretaker (Teach Iosagain)</i>	<i>Rathmore</i>	<i>1</i>	<i>CES 2015350</i>
<i>Care Assistants (St. Joseph's Day-care Centre)</i>	<i>Rathmore</i>	<i>2</i>	<i>CES 2012609</i>
<i>Driver (KDYS Youth Centre)</i>	<i>Killarney</i>	<i>1</i>	<i>CES 2023942</i>
<i>Retail Sales Assistant (Kilcummin Rural Development)</i>	<i>Killarney</i>	<i>1</i>	<i>CES 2022767</i>
<i>General Operative (An Ríocht)</i>	<i>Castleisland</i>	<i>1</i>	<i>CES 2022950</i>
<i>General Operative</i>	<i>Brosna</i>	<i>1</i>	<i>CES 2023034</i>

Local Employment Service - Cahersiveen

West Main Street,
Cahersiveen.
Co. Kerry

Tel: 066 947 3068

Local Employment Service - Killarney

37A High Street
2nd Floor
Killarney,
Co. Kerry

Tel: 064 663 6966

Local Employment Service - Killorglin

Library Place,
Killorglin
Co. Kerry

Tel: 066 976 1615

Local Employment Service - Kenmare

21 Henry Street,
1st Floor
Kenmare,
Co. Kerry

Tel: 064 664 1930

Services from the Local Employment Services

Job Seekers

Local Employment Services are 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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