

THIS WEEKS JOB VACANCIES

16th October 2019

South Tipperary, Waterford and Kilkenny Job Vacancies

If you require any assistance with applying for any vacancy

Please contact

Annie Dalton (Employment Guidance Officer)

Or

Christine Rockett (Administrator)

Tel: 051-649516

**LOCAL EMPLOYMENT SERVICE
SUPPORT SERVICE FOR THE UNEMPLOYED**

Nano Nagle Community Resource Centre, Carrick-on-Suir, Co. Tipperary

**Visit www.wlp.ie for job vacancies and upcoming training courses and also
follow us on Facebook (County Waterford LES)**



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



**SAFE PASS COURSE
TO BE HELD
IN CLONMEL ON**

**THURSDAY 17TH OCTOBER,
FRIDAY 25TH OCTOBER AND
FRIDAY 1ST NOVEMBER**

**TO BOOK TELEPHONE
052 6123111 OR
086 8121590**



Ryan Safety Management

**POSITION
SAFETY OFFICER**

To work Project based with one of
our Client Companies.

Candidates will hold a Dip in SHWW
and have 2-3 years
Post Graduate Work Experience.

For details and how to apply visit Careers on
WWW.RSMA.IE

RSM are Providers of Professional Safety
Services to an established client base
across a range of Industry and
Business Sectors, working both locally
and nationally.

3 DR CROKE PLACE, CLONMEL

The Nationalist
14/10/19



Irish HomeCare are looking for you!

**No Experience Required!, Full Training Provided
Flexible Hours, Earn as you Learn**



**We are looking for candidates in
Thurles, Co. Tipperary on
17th October 2019 at
The Premier Hall, O Donovan Rossa St, Thurles.
from 10am to 2pm**



**Call our recruitment team today on
0818 776 361 Or email us jobs@irishhomecare.ie
To secure your place.**

Munster Express
15/10/19

Apprentice Panel Beater Required

Heffernan Garage
Cleaboy Road
Forward CV to:
heffernancarsales@eircom.net



etb

Bord Oideachais agus Oiliúna
Chill Chainmigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Part-Time Cleaner

(Job Reference: 2019AUG97)

Coláiste Cois Siúire, Mooncoin

(7.5 hours per week approximately
– 2.5 hours three days a week)

Application form and further details are available on our website: www.kcetb.ie or by sending a stamped addressed envelope to the: Human Resources Department, Kilkenny and Carlow Education and Training Board, Kilkenny Office, Seville Lodge, Callan Road, Kilkenny. Tel: 056 7770966.

A panel may be created for the filling of other Cleaning Positions which may arise within the Kilkenny and Carlow Education and Training Board.

Closing date: Friday, 25 October 2019 (12.00 noon)

Shortlisting may apply.

Kilkenny and Carlow ETB is an equal opportunities employer.

QUALIFY TO TREAT PAIN AND INJURY

Qualify as an NTC
Sports Massage and
Neuromuscular
Therapist

Course starting at the Waterford
Marine Search and Rescue Centre

January 25th, 2020



Full details
www.ntc.ie
or
051 364409



DRIVERS WANTED

DPD NEEDS YOU!

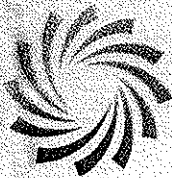
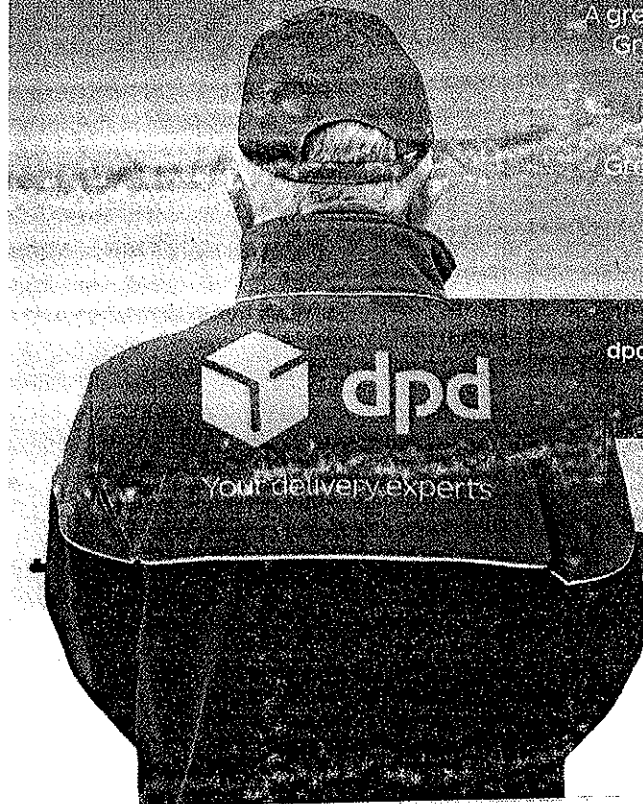
ARE YOU LOOKING FOR A ROLE THAT OFFERS:

- Flexible hours
- A great team to work with
- Great training & support

WHAT YOU NEED:

- Full driving licence
- Great interpersonal skills
- Customer focused
- Be a team player

FOR MORE DETAILS
dpd.ie/About-DPD/Careers
or contact
drivers@dpd.ie



etb

Bord Oideachais agus Oiliúna
Chill Chalmigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

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**Closing Date for receipt of application is
Friday, 25 October 2019 (12.00 noon)**



**Presentation
Play School Ltd.**

Committed to providing a quality and affordable service to parents and children of playschool age in a safe and caring environment.

Opening Hours: 9.00am - 1.00pm

**CURRENTLY LOOKING FOR
Childcare
Assistant**

MINIMUM LEVEL 5 QUALIFICATION
IN CHILDCARE REQUIRED

15 hours per week and will commence
from Mid November until June 2020
This position is subject to funding

Apply with Curriculum Vitae to the Chairperson,
**Presentation Playschool Ltd.,
Slievekeale Road, Waterford.
Tel. 087-6204077**

Closing date for applications: 29th October

Slievekeale Road, Waterford

TUTORS WANTED

Brill Family Resource Centre and Waterford Grinds Centre are currently hiring tutors for the following subjects up to Leaving Cert Level:


Home Economics
Biology
Geography

Overview:

- Tutors will be expected to design and deliver tutorials/grinds to small groups (max six per group) of second-Level students based on current Leaving Cert curricula;
- A proven ability to engage, motivate and challenge Learners is essential;
- This is part of BRILL FRC's After-School Educational Support Programme; Tutorials will initially be delivered over six weeks for 1-1.5 hours per week between the hours of 5pm and 8pm;
- Excellent Hourly Rate offered based on a sessional contract.

Location: BRILL Family Resource Centre,
Ballybeg Drive, Ballybeg, Waterford.

To arrange for an informal meeting
and/or for further information
please contact
community@brillfrc.ie
by Monday October 21st at 5pm

 **BRILL FRC TUSLA**



FerryFun Childcare & Afterschool Centre
is currently recruiting a

Childcare Assistant

TO WORK IN THE PRE-SCHOOL AND AFTER SCHOOL SERVICE

Key Duties and Responsibilities

- Hold a recognised childcare qualification Minimum Feta level 5
- Have excellent communication skills
- Have a knowledge of Aistear & Siolta
- Be a warm & caring professional
- Be able to co-ordinate & implement our care & education programme
- Be a team player
- Must be Flexible

Email CV's with references to ferryfunchildcare@hotmail.com
Closing date Friday 18th October 2019

amber

Counsellor/Psychotherapist

Amber, Kilkenny Women's Refuge CLG wishes to invite the services of **independent self-employed Counsellor/ Psychotherapist** on a contract basis to provide counselling to women affected by Domestic Abuse Coercive Control in our Refuge and support service in Kilkenny.

Qualifications and Experience:

The successful Counsellor/ Psychotherapist will have:

Essential Requirements:

- A Professional Qualification in Counselling/Psychotherapy to hon degree level and be self-employed. (Counsellors/Psychotherapists are **not** directly employed by Amber Kilkenny Women's Refuge)
- Have had a **minimum** of 5 years' experience after achieving accreditation / registration.
- Be fully accredited at time of application and registered with a relevant and approved Professional Body e.g. IAHIP, IACP or equivalent.
- Have demonstrable experience working with victims of domestic abuse and trauma.
- Have demonstrable evidence of continuing professional development relevant to the role.

If you are interested in this opportunity, please send your Curriculum Vitae and letter of application to:

Lisa Morris, Manager, Amber Kilkenny Women's Refuge CLG, Lacken, Derry Road, Kilkenny. R95 NY04.

Informal inquiries to Lisa Morris, Manager on 056-7771404.

Closing Date for Applications is Friday the 8th of November 2019.

Please note: We can only respond to applications from applicants who meet the above essential requirements.

<http://www.kilkennywomensrefuge.ie>

Restaurant Supervisor & Waiting Staff required

Daytime hours only
Please apply with C.V. to:
thecourtyardgrill@yahoo.com
or call 056-7772559

Driver Training

**HazChem / ADR Driver
Training Cert**

Springhill Court Hotel, Kilkenny

Initial & Refresher courses

For further information please phone:

HAZCHEM TRAINING LTD
Phone: 01 6291800

Kilkenny People

18/10/19

Kilkenny People 18/10/11

Positions Available for
busy fast food takeaway.

Shift work,
Part time & Full time,

Applications with references please to
Caesars Takeaway
Unit 1, Newpark Shopping Centre.
Kilkenny



Experienced full time

BOOKKEEPER

required for busy office in Co. Kilkenny

Essential Requirements

- Knowledge of Sage 50 Accounts
- Knowledge of Sage Payroll
- Use of Word, Excel and Outlook

Responsibilities

- Debtors • Creditors • Bank • Wages • PAYE & VAT
- HR • Receiving Payments • Reception Duties

Candidate must be a good team player and
show enthusiasm for the development of the company.

Please send your CV to Don:

info@callanancouriers.ie

Flexi Full Time Trainee BUTCHERS ASSISTANT

Experience preferred but not essential as full training
will be given

*Supervalu is one of Ireland's leading supermarket
chains, providing the highest standards of customer
care and service through an outstanding team of
dedicated retail professionals.*

Are you committed in all you do?

**Are you customer focused and
capable of providing excellent
customer care?**

Why not join our team?

Please forward C.V. to:

**Mr. E. Murphy,
Store Manager,
Connolly's Supervalu, Pump Street,
Bagenalstown, Co. Carlow.**

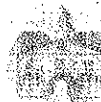
Or email to:

mconnollyandsons370@gmail.com

Supervalu is an equal opportunities employer

SuperValu

Real Food. Real People



**KILKENNY
DESIGN
CENTRE**

Kilkenny Design Centre is currently seeking a
passionate and enthusiastic

Barista/Restaurant Assistant
to join our team.

This is a full-time job; 5 days rostered over a 7 day
period and will include weekend and night time work.

Applications in writing with a current C.V. to
careers@kilkennygroup.com

TRY
ARCHITECTURE
08 NOV

TRY
SPORT
21 FEB

TRY
BUSINESS
10 DEC

TRY
HOTEL
10 DEC

TRY WIT

TRY
LAW
09 DEC

TRY
SCIENCE
11 DEC

TRY
THEATRE
STUDIES
7 FEB

TRY
ENGINEERING
TECHNOLOGY
22 JAN

TRY
SOCIAL
SCIENCE
09 DEC

TRY
COMPUTERS
29 OCT

TRY
ART
26 FEB

TRY
LANGUAGES
11 DEC

TRY
MUSIC
17 OCT

TRY
NURSING
29 OCT - 01 NOV

Try WIT events are designed to give students the opportunity to try out our courses and make more informed choices at CAO time. Places are limited so early booking is essential.



Waterford Institute of Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LAIRGE

www.wit.ie/try

Waiting Staff Restaurant

The Granville Hotel Waterford - Waterford
Part-time

- To ensure all charges are processed efficiently
- To be fully aware of any menu updates, hotel promotions and special activities going on in the hotel
- To organise and assist with carrying out the daily running of the restaurant with the Restaurant Manager
- To be knowledgeable and informed about the introduction of products and ensure this is done in accordance to standards
- Availability and flexibility to do split shifts
- 5 Day out of 7 days 20 - 30 hours

APPLY VIA WWW.INDEED.COM

Medical Receptionist

Waterford Family Care Medical Centre - Waterford
Part-time, Permanent

Medical Receptionist required on a part time basis (2 to 3 days per week) for the launch of a new Waterford Medical clinic on the **Dunmore Road, Co. Waterford**

Monday to Sunday: 10.00am to 11.00pm

Shifts will be:

- 10.00am to 6.15pm
- 6.00pm to 11.00pm

Socrates experience desirable but not essential.

Salary will depend on experience.

You must have minimum 1 years' experience as a Medical Receptionist or Administrator, preferably in a GP Practice. Full training will be provided upon commencement.

Key responsibilities of the Medical Receptionist:

- General admin duties including scanning reports, test results and correspondence, photocopying and filing
- Registering new patients & creating charts
- Preparing new appointments and pre-treatment packs
- Booking and confirming patient appointments by phone or email
- Preparing charts for doctors clinics
- Liaising with doctor re patient queries
- Managing doctor's schedule as appropriate
- Dealing with patient queries by phone or email on a daily basis
- Processing patient medical records
- Providing reception cover for daily breaks/annual leave as required, which includes taking payments and issuing receipts
- Faxing/emailing results to GP's/clinics
- Covering and preparing other doctors clinics when secretaries are on annual leave
- Supporting with administrative tasks
- Supporting and building customers numbers within the practice

What are we looking for?

- A motivated individual who has the ability to work on their own initiative
- Excellent telephone manner, communication and interpersonal skills
- IT proficient with MS office skills
- A reliable individual with strong understanding of the importance of confidentiality and discretion
- Excellent office administration and organisational skills
- Professional and friendly manner
- Excellent typing skills with strong attention to detail and accuracy
- The ability to manage patient needs in a fast-paced environment

Skills:

Typing, Patient administration, Handle Confidential Information, Clinic, Clerical, Appointment Scheduling, Telephone Reception, Photocopying, Medical Records

Experience:

- Medical Receptionist: 1 year (Preferred)
- customer service: 1 year (Required)

Benefits:

- Flexible working hours

APPLY VIA WWW.INDEED.COM

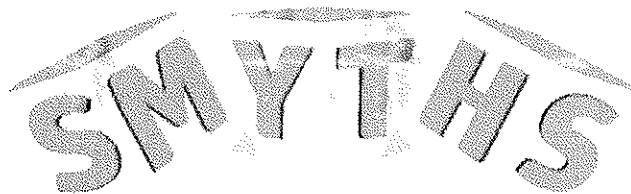
Kitchen Porter

The Granville Hotel Waterford - Waterford
Part-time

Main duties involved:

- Ensure basic cleaning jobs are carried out as quickly as possible.
- Collect and wash up pots and pans.
- Clean food preparation areas and equipment, in addition to crockery and cutlery.
- Unload food and equipment deliveries.
- Keep the storeroom organised.
- Keep work surfaces, walls and floors clean and sanitised.

APPLY VIA WWW.INDEED.COM



Night Packer Sales Assistant

Waterford
Full-time, Part-time, Temporary

Are you ambitious, hard working, energetic and reliable?

Smyths Toy Superstores are a rapidly expanding retailer specialising in toys, software, and nursery products. Our Waterford Store is recruiting Night Pack Assistants.

The role of a Night Pack Assistant* can be fun but also very demanding - we are looking for people who are passionate about detail, flexible with the hours and days that they can work and have the ability to multi-task.

Typically, our Night Pack Assistants start work when the Store is closed to customers to restock the Store to prepare for trading the following day. Weekends are our busiest trading days so it is likely that you will be required to work on these days.

Everyone will be employed on a temporary basis giving you the opportunity to see if you like the fast-paced world of retail.

- **Attractive rates apply for these roles.**
- **Must be Flexible**
- **Part Time & Full Time Positions Available**
- **Please Highlight your availability in Cover Letter**

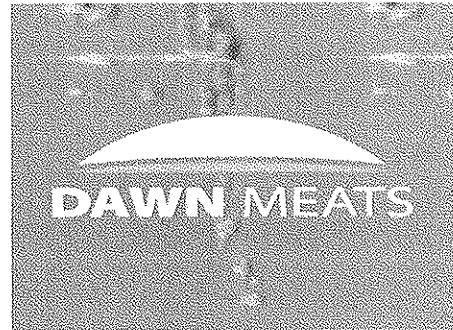
*Retail merchandising experience is desirable but is not essential.

Job Types: Full-time, Part-time, Temporary

Experience:

- Sales: 1 year (Required)

APPLY VIA WWW.INDEED.COM



General Operative

Dawn Meats - Waterford
Permanent

Dawn Meats is one of Europe's leading food companies, suppliers of choice to a range of leading local, national and international supermarket, foodservice and manufacturing businesses exporting to over 50 countries worldwide.

Dawn Meats have opportunities for General Operatives to join our production team in Carroll's Cross. We are seeking reliable and hardworking General Operatives to join an industry leader that provides opportunities for training and progression to the right candidates.

The successful candidate will be based at our production plant and will:

- Work as part of a team in the factory, packing meat cuts and trims to customer specification on a paced production line to fulfil production targets on a daily and weekly basis;
- Assist in the production area & provide support to the production team;
- Work in all areas of the factory;
- Keep good housekeeping standards in all areas;
- Keep up to date knowledge of all products;
- Keep up to date with all training to ensure you are trained to complete your day to day role;
- Follow work instructions in all areas;
- Ensure you comply with Health & Safety regulations;
- Ensure all data to be recorded is accurate and up to date;
- Ensure quality guidelines are followed for all areas;
- Undertake flexible working hours to meet deadline.

Your role will see you tackle a wide range of business challenges in a busy production environment.

The ideal Candidate will have or demonstrate:

- Entry level, semi-skilled & advanced positions available;
- An ability to work to deadlines;
- An ability to work on own initiative;

Interested in future development & progression

APPLY VIA WWW.INDEED.COM

Catering Assistant - Part Time

School Food Company email: hr@schoolfoodcompany.ie - Carrick-on-Suir, County
Tipperary

Term time post during the secondary school year

16 to 20 hours per week

Preparation & service of hot & cold food

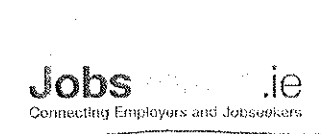
Keeping the kitchen & canteen clean & tidy

Work as part of a team

Job Type: Part-time

Experience: HACCP: 1 year (Preferred)

APPLY VIA WWW.INDEED.COM

[Home](#)[About Us](#)[Jobseekers >](#)[Employers](#)[Contact Us](#)[Register](#)[Log In](#)[<< Back to browse jobs](#)**Electrician**

PAID POSITION

**ALAN COMMINS LIMITED**

Ref: #JOB-2125588

Looking for a qualified Electrician.

Career Level

- Experienced (Non-Managerial)

Candidate Requirements**Essential**

- **Minimum Experience Required (Years):** 1
- **Minimum Qualification:** No Qualification

Desirable

- **Ability Skills:** Manual, Skilled Trade(s)
- **Competency Skills:** Initiative, Teamwork, Working on own Initiative

Application Method Please apply to this vacancy by the following means:

<input type="checkbox"/> Method Of Application	..	Email
<input type="checkbox"/> Contact Details	..	paulbramwells@gmail.com
<input type="checkbox"/>	..	

Overview

- Location:**
Carrick-On-Suir, County
Tipperary, Ireland
- Job Title:**
Electrician
- Hours:**
39 h / week
- No of Positions:**
1
- Rate:**
To be Confirmed
- Email Contact:**
paulbramwells@gmail.com

ABOUT THIS COMPANY

Company
ALAN COMMINS LIMITED

Our Mission

We aim to make JobsIreland the most popular online job vacancy service in Ireland for employers and jobseekers.

JobsIreland

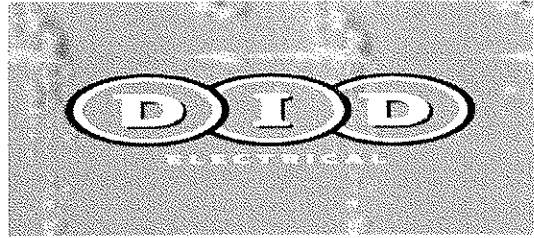
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Christmas Cashier with sales, DID Electrical, Waterford

Part-time, Temporary

€10.50 an hour

We are currently recruiting for a temporary Cashier/Sales Advisor for the Christmas period in our Waterford Branch. The candidate must be fully flexible with availability.

The Cashier/Sales Advisor role is an integral part of the DID team. The purpose of the role is to further enhance the levels of superior customer service that we offer to our customers by providing information to the sales team on a daily basis, communicating with customers and suppliers and by providing a support role to the Store Manager.

*Sales Advisor role

Cash handling

* Cash reconciliation

* Bank lodgments

* Complete quick sales at cash desk

* Sales

* General administration duties

* Managing house accounts

* Answering phones

* Customer service

* Logging service calls

* Sort incoming internal and external mail and faxes

Excellent sales and customer service skills required.

* Excellent communication skills and results focused.

* Previous Sales Experience is desirable. This is a fast paced Sales role so a high level of enthusiasm and strong desire to work in a Sales environment is a must.

* Ability to handle and ultimately overcome any customer objections or queries.

* PC literate

Job Types: Part-time, Temporary

Salary: €10.50 /hour

Job Types: Part-time, Temporary

Salary: €10.50 /hour

Experience:

- retail: 1 year (Required)
- cash handling/administration: 1 year (Required)

APPLY VIA WWW.INDEED.COM

Health Care Assistant

Sonas Nursing Homes - Clonmel, County Tipperary

Full-time, Permanent

Position: Health Care Assistant

Contract Type: Permanent Full time

Hours per week: Minimum of 33 hours

Start Date: Immediate

Sonas Nursing Homes is an award winning leading provider of residential care to older persons operating Nursing Homes with independent living villages across Ireland. Sonas Nursing Homes cater for respite, convalescent, day care, short-term, long-term and palliative care and independent living. At our core is a commitment to our Sonas Values - Teamwork, Energy, Advocacy, Warmth, Empowerment and Empathy.

Sonas Melview House is situated in a quiet cul-de sac on a mature site, in a residential area slightly removed from the town centre of Clonmel, Co. Tipperary easily accessible from the main Limerick, Waterford and Cork roads. Our 44 bed home is convenient to all services including shops, schools, churches and the nearby South Tipperary General Hospital.

Responsibilities and duties will include but are not limited to:

- Support and assist residents enabling them to fulfil their activities of daily living ensuring that residents are encouraged to be as independent as possible.
- Deliver a high standard of person-centred care ensuring all practices reflects the privacy, dignity and respect of our residents and underpins all the basic values that contribute to an excellent quality of life.
- Establish and maintain relationships with residents that are based on respect and equality.
- Promote, encourage and practice the ethos of person-centred care.
- Participate in organising and carrying out social outings and in-house activities.
- Maintain resident's dining rooms, living areas and bedrooms in a neat, presentable and hygienic state.
- Assist the management team during internal and external audits/inspections.
- Must be available to work day, night and weekend shifts on a fulltime basis.
- **Qualifications and Skills**
- Must have started or completed FETAC/QQI Major Award Level 5 in Healthcare or related field.
- Modules completed in Care of the Older Person, Infection Prevention & Control, Nutrition and Palliative Care Support are desirable.
- Current and valid Infection Control, Manual and Resident Moving & Handling & Safeguarding of Vulnerable Adults Certificates (training can be provided if required).

Benefits

- Employing hundreds of people, we offer unparalleled opportunity to develop your career and broaden your experience.
- Sonas Nursing Homes have built and sustained its reputation for excellence which make us an excellent employer of choice.
- Induction Training Program
- Bike to Work Scheme
- Staff Social Events
- PRSA
- Career Progression

P.T.O.→→

- Training and Development Provided
- 1 X Uniform and Name Badge Provided free of charge
- Refer a Friend Bonus
- Long Service Recognition Awards
- All Meals Provided during working hours
- Free on-site Parking
- Job Types: Full-time, Permanent

APPLY VIA WWW.INDEED.COM



Customer Service Advisor

Argos - Clonmel, County Tipperary

Contract

€10.05 an hour

Give yourself a festive boost

We have a number of roles for 10 to 20 hours per week, on a fixed term contract until 24th December 2019, working a variety of shifts including weekdays, weekends and evenings.

The festive period is our favourite time of year at Argos. Join us, earn a little extra, and make sure it's our customers' favourite time of year too.

Our roles are varied and fast-paced. You could be serving on the tills, working on our collection counters, providing assistance on the shop floor or helping out in the stock room. It's fair to say there's never a dull moment, but what matters is that all our customers get what they want, when they want it. That means going above and beyond to help out and bringing some cheer along with you.

You'll work quickly and efficiently while using initiative and teamwork. What's more, you'll have some impressive tech to help you out. Oh, and seeing as you'll be part of the Sainsbury's group, you're entitled to an exciting range of benefits and discounts. You'll also get 22 days' holiday allowance pro rata and a company pension.

Depending on our available opportunities, you'll also have the chance to stay on after the season's over – perfect if you want to develop your skills in our Academy or simply find something longer term.

We're looking for helpful, holly-jolly and hard-working people who can learn quickly, with a smile on their face. You'll be dedicated to giving the best possible service to all our customers.

(Please note: This vacancy may close early if we receive a high volume of applications.)

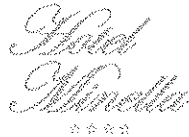
We know that candidates may be put off applying for a job unless they can tick every box. We also know that sometimes your availability may not fit the exact schedule we're advertising, and while we can't accommodate every flexible working request we are happy to be asked. So if you are excited about working with us and think you can do much of what we are looking for but aren't sure if you are 100% there yet... why not apply and see how it goes?

Here at Sainsbury's Argos we're a proud equal opportunities employer that values diversity at every level of our business. Inclusion and Diversity are fundamental to our culture and values, fostering an innovative, collaborative and fast paced work environment that means we can build a better future for our colleagues and our customers. Everyone is welcome at Sainsbury's Argos. Want to find out more? Then visit our Diversity & Inclusion page on our Careers site – www.argos.careers/diversityandinclusion

#LI-DNI

APPLY VIA WWW.INDEED.COM

JOBS FOR YOU | JOBS FOR EMPLOYERS

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Restaurant Staff

Hotel Minella

Clonmel, Co. Tipperary

Salary will depend on experience

Permanent | Part Time

14 Oct

[APPLY NOW](#)

[Description](#) [Company Details](#)

Experienced Restaurant Staff

The Hotel Minella are now seeking to recruit experienced Restaurant Staff to join our team.

We have Part-time positions available for evening & weekend work. 3-4 days per week (6pm-10pm)

We need people who can deal with high volume but in a professional yet friendly and efficient manner.

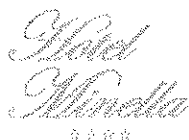
In addition to waiting experience some bar experience would be an advantage.

Ideal Candidate

- Minimum of 2 years experience
- Excellent command of the English language – both written and oral
- Must have a great attitude and work ethic
- Excellent customer service skills
- Immaculate personal presentation

Benefits

- Attractive Package
- Room for growth within the company
- Full meals within working hours
- Complimentary use of hotel leisure & gym facilities
- Certified training courses – manual handling, first aid, customer services



Hotel Minella

🔍 Job title, Skill or Company

📍 Location

🏢 Sector

Search

Minimum Job Experience:



Office Administrator

James Whelan Butchers

📍 Clonmel, Co. Tipperary

🔒 Non Disclosed

🕒 Permanent | Full Time

🕒 1 Day Ago



APPLY NOW

Description Company Details

As we continue to expand, we are looking for a Office Administrator who is both, passionate & committed to joining our head office team. You will support the day to day activities of our head office team. From the JWB Clonmel Office you will also work closely with all teams within James Whelan Butchers. James Whelan Butchers is synonymous with quality & service, conveyed across all of the business attributes.


Responsibilities and Duties:


- General office administration
- Dealing with Email & Phone Queries
- Filing & maintaining documents
- Supporting team with ad-hoc administrative duties
- Data Entry
- Supporting the Operations team on key project tasks

Qualifications and Skills

- Have a proficient background in MS Office tools (MS Outlook, Excel & Word).
- Have a minimum of 2 years experience in a similar role.
- An ability to learn company-specific software as required.
- A hands-on approach with strong work ethic and the ability to work on your own initiative
- Have a highly organised, flexible and proactive approach to task workload
- High Level of attention to detail
- Excellent communication and interpersonal skills
- An enthusiastic person able to work under pressure to work in a busy office

This is an excellent opportunity for you to work in a professional firm, working alongside the Operations team to gain additional experience.

 Job title, Skill or Company


 Location


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Chef de Partie

The Hummingbird Cafe

 Carrick on Suir, Co Tipperary

 Competitive

 Permanent | Full Time

 14 Oct



[APPLY NOW](#)

[Description](#) [Company Details](#)

The successful candidate will have prior experience in a Chef position. They will be a professional, focused and enthusiastic person with a flare and passion for food presentation.

Duties will include:

- To prepare all ingredients for service for allocated section to the required standard, ensuring no wastage
- To cook food to the required specifications
- To ensure the smooth running of food service with restaurant personnel
- To ensure all special requests made by guests are met
- To work in an organised, hygienic manner at all times ensuring the HACCP regulations are adhered to
- To receive goods from suppliers, when required, and to ensure products conform with HACCP specifications
- To ensure all goods are stored correctly and hygienically in accordance with HACCP specifications
- To ensure correct rotation of stock as per HACCP requirements
- To adhere to cleaning schedules set out for the Kitchen.

The Ideal candidate for this position:

- Must have previous Chef De Partie experience
- Must be standards driven and detail orientated, with the desire to progress within the hospitality industry
- Must possess excellent communication and interpersonal skills
- Communicate fluently in English (written & oral).

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Harvey Norman®

**Cashier**
Harvey Norman

Waterford

Undisclosed

Contract | Part Time

14 Oct

[APPLY NOW](#)

Description Company Details

Ranked as one of Ireland's best workplaces, by 'Great Place to Work', Harvey Norman, is a high-profile, leading-edge retail brand with over 289 stores worldwide selling furniture, bedding, electrical and computer goods. With 15 stores in Ireland, we are growing, and have plenty of opportunities for talented people. If you think you have what it takes to thrive in a dynamic retail environment, we want to hear from you.

ABOUT THE JOB:

Our cashiers are in many ways the face of our business. The job involves interacting with our customers, accepting and processing payments for goods, a range of activities to administer sales and transactions, and providing amazing customer service experiences which help make Harvey Norman a great place to shop.

YOUR JOB – your tasks will include:

- Receiving payment by cash, cheque, credit-cards, vouchers or automatic debits.
- Computing and recording transactions and ensuring 100% accuracy for all register transactions.
- Maintain the Cash Desk to company standards at all times by completing daily housekeeping duties including dusting, cleaning and merchandise presentation.
- Cash handling and safe custody of collecting cash.
- Build customer loyalty by providing a great, friendly and professional service; be attentive to customer's needs and aim to exceed customer expectations.
- Answer and follow up on all customer enquiries at the cash desk and on the phone.
- Adherence to the Cashier Policies and Procedures at all times.
- Familiarise yourself with current sales, advertising campaigns and company initiatives.

YOUR PROFILE – your knowledge, skills and experience include:

- Experience and Qualifications – Leaving cert or equivalent is required. Must have experience working face to face with the public in a customer service role.
- Preferably have 1-3 years hospitality or tourism service or face to face retailing experience. Basic level excel is necessary.

<https://www.jobs.ie/ApplyForJob.aspx?Id=1850007>

16/10/2019

P.T.O. =>

- Customer Orientated – Ability to build customer loyalty through providing great friendly and professional service.
- Confident, Outgoing and People Orientated – Have a warm, friendly demeanor and actively take opportunities to be social and interact with customers.
- Strong Numerical & Logical Ability – Have the ability to handle, count and deal with money; to work with numbers in a competent way.
- Hardworking, Conscientious, & Self Motivated – Have a high degree of personal and interpersonal energy at all times. The ability to work under pressure and achieve results.

Why people join us:

- We're dynamic and growing
- Fun, high energy work environment
- Culture of developing and promoting from within the company
- Our entrepreneurial spirit
- Generous staff discounts

<http://www.harveynorman.ie/careers.html>

Additional Information:

This is a part time seasonal contract. We need all our employees to be flexible about when they work, covering store opening hours, including evenings, weekends and public holidays. The successful candidate will be required to attend a company induction day in Little Island, Cork.

Harvey Norman[®]

Harvey Norman

📍 First Floor, Brent House Swords Business Park Swords, Co. Dublin, Ireland

Harvey norman

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etb
Education and Training Board
Carrick-on-Suir, Clonmel & Waterford
Education and Training Board

Training Opportunities for 2019 Carrick-on-Suir, Clonmel & Waterford

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
14 th Nov 2019	Food Safety	<i>Carrick-on-Suir</i>	4 Weeks (Thurs x 4)
27 th Jan 2020	Tourism Visitor Centre	<i>Carrick-on-Suir</i>	Full Time – 12 Weeks
4 th Nov 2019	Web Design	<i>Clonmel</i>	Evening's (1) – 16 Weeks
27 th Jan 2020	Logistics & Distribution	<i>Clonmel</i>	Full Time – 45 Weeks
3 rd Feb 2020	Heavy Good Vehicle (Rigid)	<i>Clonmel</i>	Full Time – 13 Weeks
18 th Nov 2019	Essential Skills in Classic Car Restoration	<i>Waterford Training Centre</i>	Full time –20 weeks
4 th Nov 2019	Pharmaceutical Manufacturing Traineeship	<i>Waterford Training Centre</i>	Full Time – 39 Weeks
4 th Nov 2019	Palliative Care	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
4 th Nov 2019	First Aid Responder (PHECC)	<i>Waterford Training Centre</i>	Evenings – 4 Weeks
18 th Nov 2019	Essential Skills in Classic Car Restoration	<i>Waterford Training Centre</i>	Full Time – 21 Weeks
25 th Nov 2019	Construction Groundwork Skills	<i>Waterford Training Centre</i>	Full Time – 11 Weeks
20 th Jan 2020	2D CAD Level 2	<i>Waterford Training Centre</i>	Evenings – 10 Weeks
20 th Jan 2020	Basic Computers	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
20 th Jan 2020	MIG Welding	<i>Waterford Training Centre</i>	Evenings (2) – 5 Weeks
21 st Jan 2020	ECDL Version 6	<i>Waterford Training Centre</i>	Evenings – 12 Weeks
21 st Jan 2020	Start Your Own Business	<i>Waterford Training Centre</i>	Evenings – 10 Weeks
21 st Jan 2020	Reception and Frontline Office Skills	<i>Waterford Training Centre</i>	Evenings – 11 Weeks
27 th Jan 2020	Supervisory Management	<i>Waterford Training Centre</i>	Evenings– 10 Weeks
2 nd March 2020	Diploma in Women & Men's Hairdressing (Traineeship)	<i>Waterford Training Centre</i>	Full Time – 39 Weeks

2 nd Mar 2020	TIG Welding	Waterford Training Centre	Evening – 5 Weeks
2 nd Mar 2020	Manual Metal Arc Welding	Waterford Training Centre	Evenings (2) – 5 Weeks

*Please ask us for more information on the above courses and also other training courses with the ETB including VTOS & BTEI

And also online courses with E College*

Please ask us for information on Eligibility Criteria & Training and Travel allowances

Please contact:

Anne Dalton (Employment Guidance Officer)

Or

Christine Rockett (Administrator)

At

Local Employment Service

Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516

Email: eastwaterford.lcs@wlp.ie



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



Free "Online" Training Courses

Course Title	Duration
Microsoft Access 2016 (09875)	26 Weeks
Project Management- Certified Associate (PMBOK) (N40)	26 Weeks
Cisco Certified Network Associate – Routing & Switching CCNA (09407)	20 Weeks
Software Testing ISTQB Certified Tester Foundation Level (09408)	26 Weeks
Changing Career to the IT Sector (N94)	18 Weeks
Microsoft PowerPoint 2013(51N)	26 Weeks
ECDL (09857)	26 Weeks
Web Authoring Using Adobe Dreamweaver (07466)	26 Weeks
Microsoft Excel 2013 (50N)	26 Weeks
Microsoft Excel Expert 2013 (07372)	26 Weeks
Microsoft Windows Server 2012 (N29)	26 Weeks
Microsoft Word 2013(49N)	26 Weeks
Microsoft Outlook 2013 (53N)	26 Weeks
Microsoft Access 2013 (52N)	26 Weeks
Microsoft Word Expert 2013 (07371)	26 Weeks
Visual Communications Using Adobe Photoshop (07465)	26 Weeks
Java Foundations Certified Junior Associate (07573)	18 Weeks
Graphic Design and Illustration Using Adobe Illustrator (08449)	14 Weeks
Print & Digital Media Publication Using Adobe InDesign(08464)	16 Weeks
PRINCE2 Foundation (09941)	16 Weeks
Java Associate Developer SE8 (09599)	26 Weeks
Java Professional Developer SE8 (09859)	26 Weeks
Microsoft Office Specialist Excel 2016 (09667)	26 Weeks
Introduction to Programming using Python (10054)	26 Weeks
CompTIA Security + SYO-501 (09665)	26 Weeks
Programming Using JavaScript (Microsoft Technology Associate) (09781)	26 Weeks
CompTIA Network+ (09850)	14 Weeks
Microsoft Word 2016 (09733)	26 Weeks
Microsoft PowerPoint 2016 (09757)	26 Weeks
Certified Digital Marketing Professional-CDMP (09852)	26 Weeks

**If you are interested in any of the above online courses please contact us at:*

Local Employment Service, Nano Nagle Centre, Carrick-on-Suir, Co. Tipperary

*Tel: 051-649516**

We will require your current email address

Community Employment Scheme (CE) Vacancies

Grounds Person CE Scheme - Golf Club

General ground work in the Golf Club including clearing and raking the bunkers, grass strimming and general upkeep of the areas within the grounds.

Housekeeper CE Scheme - Sean Kelly Sports Centre

As part of the cleaning team the successful candidate will complete a range of both reactive and scheduled cleaning duties in order to ensure an excellent standard of hygiene is maintained throughout the facility. Duties to include but not limited to: Deep cleaning of the changing rooms, toilets, showers and wet facilities. Cleaning of the gym, gym equipment and aerobics room. Cleaning of the receptionist area, landing, kitchen and first aid room. This position will consist of some weekend and night work.

Grounds Person CE Scheme

Duties will include: grass and bush cutting, spraying, edging, painting, prepare mixture to line fields, mark field of play, put down lines and markings, put up netting, maintaining lawnmowers and other cutting equipment. **Location: GAA pitches**

Cleaner CE Scheme

Cleaner required for Carrick-on-Suir. Responsible for cleaning a number of facilities i.e tennis club, snooker club, St Nicholas's Church. Duties: cleaning and supplying designated facility areas, dusting, sweeping, vacuuming, mopping and cleaning restrooms. Ironing cloths etc on social snooker tables.

Secretary CE Scheme COSDA, COSTEDC & COSBA

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. The secretary will provide assistance to the Carrick-on-Suir Tourism & Economic Development Committee and Carrick-on-Suir Development Association, duties may include but are not limited to the following: Keeping an updated registry of association members. Receive agenda from committee members, circulate agendas and reports. Record, publish, circulate and maintain the minutes of board/committee meetings. Maintain a calendar of association events and notify association personnel of forthcoming events in a timely manner. Act as a focal point for the receiving and sending of correspondence on behalf of the association. Keep a copy of all inwards and outwards correspondence. Maintain records of the association. Sending out notices of general meetings to the association membership. Ongoing liaison with the chair and other board members. Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations. Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and Preparing a report of the organisation's activities for the year, for the Annual General Meeting.

Parish Support worker CE Scheme – CRC Community Employment (ck-beg)

Duties will include Managing parish diary, recording parish documents on IPS, Design and Print weekly newsletter, cleaning and maintenance of both of the churches in the parish, office duties such as photocopying, typing and email.

***If you are interested in any of the above CE Scheme's please speak with Annie Dalton
(Employment Guidance Officer) about how to apply, Tel: 051-649516***