

# THIS WEEKS JOB VACANCIES

**10<sup>th</sup> July 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](http://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



# **ACE AUTOBODY**

*The Collision Repair Specialists*

We currently have vacancies for the following positions:-

- **Panel Beater**
- **Spray Painter**
- **Apprentice**
- **Workshop Manager**

**Contact Michael McKeogh on 086 7952150**

**Email CV to**

**[Michael.mckeogh@aceautobody.ie](mailto:Michael.mckeogh@aceautobody.ie)**

**Unit 2e Ard Gaoithe Business Park,  
Cashel Road | Clonmel | Co. Tipperary**



## Transport Dispatcher Full Time

Local Link Tipperary is the Transport Coordination Unit for County Tipperary, funded by the National Transport Authority and tasked with providing rural/community transport services.

### Applications are invited for the post of Transport Dispatcher.

The successful candidate will have a proven track record in dispatch, customer service and communications in a transport and/or customer focused environment. She/He should have a good knowledge of scheduling, effective journey routing and planning on a computerised system, have good communication skills, of reading and interpreting maps, and be able to work on their own initiative as well as part of a team.

### Primary duties and responsibilities:

- Promptly and professionally respond to passenger service requests and schedule the appropriate transport services.
- Answer customer service telephone, provide general information and determine specific service needs.
- Use a computerised scheduling system to input passenger and service information (training onsite will be provided) and comply with all relevant company data protection policies and compliance.
- Assist the Manager and other Staff Members with all elements of transport service delivery as required.
- Communicate with transport providers/drivers/passengers to ensure that the services provided match what is required.

The salary will be commensurate with experience and qualifications.

Computer literacy essential.

Experience of working with community and voluntary organisations.

**Applications via a covering letter and accompanying CV to be sent to the Manager;**

**By email to: [anthony.moroney@locallink.ie](mailto:anthony.moroney@locallink.ie).**

**By Post to: The Manager, Local Link Tipperary, Templemore Thurles Municipal District Offices,  
Castle Avenue, Thurles, Co. Tipperary.**

**Please mark your envelope "Confidential - Manager".**

**For the full Job Description / Person Specification or queries please contact  
Anthony Moroney at [anthony.moroney@locallink.ie](mailto:anthony.moroney@locallink.ie).**

**The closing date for applications is 3pm, Friday 26th July 2019.**

**Interviews will take place during the week 19th August - 23rd August, 2019.**

**Shortlisting of applicants may apply.**

**Tipperary TCU CLG, t/a Local Link Tipperary, is an equal opportunities employer.**

**SAFE PASS  
COURSE**  
TO BE HELD IN CLONMEL  
ON FRIDAY 12th JULY  
AND FRIDAY 19th JULY

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TO BOOK TELEPHONE  
052 6123111 OR  
086 8121590



Due to continued growth, we are looking for

## **Truck Drivers and General Operatives**

to join our team.

Our work is varied and interesting, and we operate in all industry sectors.

We have a very diverse fleet of truck based machinery and have a number of vacancies.



If you are interested in operating our specialised machinery in a very positive, open and safe work environment, please send your CV to [recruitment@aqssolutions.ie](mailto:recruitment@aqssolutions.ie)



## **M&S MACHINERY STORE MANAGER REQUIRED**

**The successful candidate will:**

- Be experienced in all aspects of a busy parts department
- Must have previous experience in similar position minimum 3 years
- Must be proficient in parts computerised management systems
- Strong communications skills

**ALSO JUNIOR STORES PERSON REQUIRED**

Previous experience in similar role would be an advantage.

**Full training will be provided.**

To apply for the above position, please send your CV to [paula@mandsmachinery.com](mailto:paula@mandsmachinery.com) or contact us on **087-2528673**

## **BUSINESS IN THE FETHARD AREA REQUIRES**

**A STOREPERSON TO WORK  
IN A BUSY ENVIRONMENT.**

**EXPERIENCE DESIRABLE BUT NOT NECESSARY.**

**REPLIES TO BOX 330, THE NATIONALIST,  
QUEEN STREET, CLONMEL BY  
WEDS 24TH JULY**



The Board of Management of Cashel Community School invites applications from suitably qualified, experienced candidates for the

### **Position of Clerical Officer/Administrator**

Job description, Competencies and Application Form available by request via [cashelcsoffice@gmail.com](mailto:cashelcsoffice@gmail.com)

Shortlisting will apply.

Salary at Grade III level subject to skills, experience and qualifications.

Applications to be returned by Post only to:  
The Secretary, Board of Management,  
Cashel Community School, Dualia Rd, Cashel,  
Co. Tipperary by Wednesday 24th of July.

Cashel Community School is an Equal Opportunities Employer.



## **Citizens Information**

Providing free, confidential and impartial information, advice and advocacy services to the public on social services, rights and entitlements.

We are currently seeking to recruit an

## **INFORMATION OFFICER (PART-TIME)**

based in Tipperary Town

For full details of the post and for application form, please visit [ciboard.ie/en/news/vacancies.html](http://ciboard.ie/en/news/vacancies.html)

North Munster Citizens Information Service  
is an equal opportunities employer.

Funded and supported by the Citizens Information Board



Óglaigh  
na hÉireann  
IRISH DEFENCE FORCES



# DO YOU HAVE WHAT IT TAKES?

We are now recruiting for the Army and Naval Service  
For further information and to apply  
log on to [www.military.ie](http://www.military.ie)



[www.military.ie](http://www.military.ie)

STRENGTHEN  
THE NATION

**South East Ireland's most  
exciting new Cocktail Bar,  
Terrace and Dining experience  
are now recruiting:**

- **Full-time & Part-time  
Restaurant Staff**
- **Head Bar Person**
- **Full-time & Part-time Bar Staff**
- **Sommeliers**
- **Head Pastry Chef**
- **Chefs all grades**
- **Kitchen porters**

Incredible opportunity for dynamic,  
talented, enthusiastic and creative  
personalities in hospitality.

- *Bespoke Tailored uniform*
- *Competitive salary and benefits*

**To apply, please send your CV to:**  
recruitment.theoldbank@gmail.com



**S-Security Group Ltd.**

"Your Partner in Security since 1971"

114 The Quay, Waterford, Ireland.

Telephone: 051 872435 Fax: 051 879922

Website: www.ssecurity.ie Email: info@ssecurity.ie

**Full Time Position at S-Security Group Ltd, Waterford  
Administrator, Book Keeper Role  
Hours: 9am - 6pm Monday to Friday**

**Responsibilities to include:**

- Reconciliations of banks, debtors & creditors
- Invoice management on sage line 50 (purchases & sales)
- Credit control
- Processing of monthly supplier payments
- VAT, PAYE/PRSI, RCT returns
- Cash processing, reconciliations & transfers to clients
- Processing of payroll on an ad hoc basis
- Management of bank transfers
- Contribute to year end accounts preparation & ad-hoc projects
- General office duties to include answering of phone, dealing with any customer & suppliers queries and day to day office duties.

**Requirements:**

- A minimum a 2 years previous experience in a similar role
- Experience in use of Sage 50 & Sage Payroll essential
- Proficient in use of Microsoft Office suite to include Outlook, Word & Excel.
- Good communication skills with the ability to work well as part of a team and on own initiative.
- Meticulous attention to details

Please send your CV and cover letter.

by e-mail only to info@ssecurity.ie

Closing date for applications: 15th July 2019.

## ROOM LEADER

**St. Paul's BNS is currently wishing to recruit  
a Room Leader for Early Days Pre-school**

*Ideally the candidate will possess:*

- A Level 8 Qualification in Early Childhood Care & Education.
- Experience of working with children in a similar setting.
- Strong interpersonal, communication and IT skills.
- Good working knowledge and experience of Policies, Aistear, Siolta and related issues in the early year's sector.

The Room Leader will work as part of a team and be responsible for the day to day running of the service, including: Liaising with colleagues, AIM officers, Pobal, DCYA, Tusla, Inspectors, School Principal & Parents as needed.

**Application Requirements:**

- Curriculum Vitae • Covering Letter • References

Applications may be submitted by email to:

Fr. Patrick Fitzgerald, st.paulsposts@gmail.com or by post:

Fr. Patrick Fitzgerald, Parochial House, Lisduffgan, Waterford.

Deadline will be the

**22nd July 2019**

Commencement will be

**2nd September 2019**



## PART-TIME OFFICE ASSISTANT

**REQUIRED For Waterford City**

Working 20-25 Hours per week (flexible)  
Applications must have good communication  
skills and experience in Excel and Word.

Duties to include reception work with data  
input and dealing with customers.

**Apply, with CV in writing to:**

**Manager: Waterford Proteins, Christendom,  
Ferrybank, Waterford**

**Or by email to : enquiries@munsterproteins.com**

Waterford  
News + Star  
9/7/19



**DUNGARVAN NISSAN**

**FULL TIME**

## **JUNIOR SALES EXECUTIVE**

**Job Description:**

Working as part of a larger sales team, the Sales Executives will be responsible for maintaining showroom standards and working closely with Senior Sales Executives, with customer satisfaction always the main focal point.

**Requirements of a Junior Sales Executive:**

A positive, can do attitude. Self-motivation.  
Excellent communication, presentation and customer skills.  
Ability to work in a team environment.  
Full, clean driving licence is essential.

Please forward your CV to [mark@waterfordmotorvillage.com](mailto:mark@waterfordmotorvillage.com)



***Knockhouse Business Park, Cleaboy Road, Waterford***

Due to continued expansion, AF Auto Services in Waterford are looking to hire a fully qualified

## **MOTOR MECHANIC**

***Experience with electrics and diagnostics is essential.***

The position is full time and permanent.

Hours of operation are Monday to Friday only,  
open from 8.30am to 5.30 pm daily.

Excellent remuneration package for the right candidate.  
Great working conditions in this busy, non-franchise  
motor garage.

To Apply please send CV to:  
**[afautoservices@outlook.com](mailto:afautoservices@outlook.com)**



Waterford News  
+ Star  
9/7/19



**Cartamundi**

## **WE ARE HIRING**

Applications are invited from suitable candidates who would like to be considered for the following part-time temporary employment opportunity in our Waterford plant:

**TITLE** General Operators

**DEPARTMENT** Assembly Days (up to 39 hours per week)  
Assembly Evenings (up to 25 hours per week)

**REPORT TO** Assembly Team-Leaders

### **KEY SKILLS**

- Excellent communication skills
- Committed to working in a team environment.
- Adaptability & flexibility

### **PROCESS**

- Interested Applicants can send a CV to [cmie.recruiting@cartamundi.com](mailto:cmie.recruiting@cartamundi.com)
- Suitable candidates will be required to attend for a dexterity test and interview
- Induction and training will be provided



Since 1765

## SITUATIONS VACANT

**CHILDMINDER REQUIRED CLASHMORE AREA FROM SEPTEMBER** – Childminder required to collect and mind child from Ballycurrane school from September. For further information, contact 086 0852891. (26-7)

**KIND RELIABLE EXPERIENCED CHILDMINDER** – Required to mind three children from January 2020. Stradbally area. Two Primary schoolchildren and a one year old. Three days per week. Hours and days vary. Must have own transport. Replies in writing to: Box No. 7064. (26-7)

**TUTOR REQUIRED** – To prepare Gaeilge component for PME interview. Ideally hoping to meet once a fortnight for a few hours. Available evenings or weekends. Experience of Hibernia College essential. Box No. 7065. (19-7)

South East Ireland's most exciting new  
Cocktail Bar, Terrace and Dining experience  
are now recruiting:

- **Full-time & Part-time Restaurant Staff**
- **Full-time & Part-time Bar Staff**
- **Sommeliers**
- **Chefs all grades**
- **Kitchen porters**

Incredible opportunity for dynamic, talented, enthusiastic and creative personalities in hospitality.

- Bespoke Tailored uniform
- Competitive salary and benefits

To apply, please send your CV to  
[recruitment.theoldbank@gmail.com](mailto:recruitment.theoldbank@gmail.com)

(19-7)



Ballinacourty, Dungarvan, Co Waterford

## Golf Administrator Part-time

Goldcoast Golf Club is looking to recruit a part time Golf administrator to work a long side our Director of Golf.

### Role

The Golf Administrator will be situated in our golf office adjacent to the 1st tee overlooking the beautiful Dungarvan Bay. He/she will be responsible for providing a friendly, efficient, reliable and professional front of house service to members and visitors. Knowledge of golf is important and the nature of the role will require flexibility with regard to working hours which will be in or around 24-30 hours per week, some of which may be weekend work. The position will commence at start of September.

### Candidate

The successful candidate will be/ have:

- Strong interpersonal skills with an outgoing friendly personality
- Good and efficient administration skills.
- Good IT, social media, communication and marketing skills
- Remuneration will reflect the qualifications and experience of the successful candidate.

### Application

Please send your application & CV to:  
[goldcoastpersonnel@gmail.com](mailto:goldcoastpersonnel@gmail.com)

**NEVIN**  
CONSTRUCTION

## EXPERIENCED Teleporter Operator/Site Operative Required

Dungarvan - 6 month contract

Teleporter Operator Ticket and Safe Pass essential

For further information please contact:

John Breen at Nevin Construction - 051 855822



## Chief Executive Officer

West Waterford Festival of Food, one of Ireland's leading food festivals, is recruiting for a full-time Chief Executive Officer – could this be you?

For further details, please see

[www.westwaterfordfestivaloffood.com](http://www.westwaterfordfestivaloffood.com)  
for a job description, etc.

Applications by email only by Friday, 26th July.



Compassionate Care and Quality Food  
Supporting the Food and Drink Industry

Seal of the State  
Seal of the State



12th July

## PART TIME SALES ADMIN TALLOW AREA

Your primary responsibility will be as follows:

- Telesales calls
- Meeting Monthly Targets
- Account Management of current customers.
- Preparation of Quotations.
- Customer Support
- Orders

### Skills & Experience:

- 1-2 years experience in a Sales admin role
- Fluent English
- Computer literate
- Excellent organisational skills & time management
- Advance Microsoft Office & Sage
- Ability to learn and work on own initiative

Please send CV to: [jennolan1@gmail.com](mailto:jennolan1@gmail.com)

## Fraher Plant & Tool Hire

### GENERAL OPERATIVE REQUIRED

The role will involve:

- Maintenance and testing of our plant and tool hire fleet
- Delivery and collection of equipment
- Assist with Counter/telephone sales orders

The suitable candidate must have:

- A good knowledge of Machinery and Small Equipment
- Current Safe Pass
- Clean drivers licence
- Basic computer skills

Please apply by sending current  
CV to: [Fraherpt@gmail.com](mailto:Fraherpt@gmail.com)



### SITUATIONS VACANT

**OYSTER FARM OPERATORS  
NEEDED IN RING** — €12/hour  
offered (including bonuses).  
Own transport essential.  
Contact Florin 086-1580338.

(19/7/R)

**CHILDMINDER REQUIRED** —  
To mind two children in children's  
own home, outside Dungarvan,  
will need their own transport.  
References preferred but not  
essential. Reply to Box No. 710,  
Dungarvan Leader, Mitchel St.,  
Dungarvan.

(26/7/R)

**CHILDMINDER REQUIRED  
CLASHMORE AREA FROM  
SEPTEMBER** — Childminder  
required to collect and mind child  
from Ballycurrane School from  
September. For further information  
contact 086-0852891.

(26/7/R)

**PART TIME STYLIST** — For  
busy Dungarvan Salon. Reply to  
Box No. 711, Dungarvan Leader,  
18 Mitchel St., Dungarvan. (26/7/R)

12th July  
Dungarvan Leader

**GENERAL WORKER/  
DRIVER  
REQUIRED**

**FOR LOCAL BUSY RETAIL OUTLET**  
5 mornings per week.  
Must be flexible.

Reply to:  
Box No. 712, Dungarvan Leader, 18 Mitchel Street,  
Dungarvan, Co. Waterford.



**Cartamundi**  
**WE ARE HIRING**

Applications are invited from suitable candidates who would like to be considered for the following part-time temporary employment opportunity in our Waterford plant:

<b>TITLE</b>	<b>GENERAL OPERATORS</b>
<b>DEPARTMENT</b>	Assembly Days (up to 39 hours per week) Assembly Evenings (up to 25 hours per week)
<b>REPORT TO</b>	Assembly Team-Leaders
<b>KEY SKILLS</b>	<ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• Committed to working in a team environment.</li><li>• Adaptability &amp; flexibility</li></ul>
<b>PROCESS</b>	<ul style="list-style-type: none"><li>• Interested applicants can send a CV to <a href="mailto:cmie.recruiting@cartamundi.com">cmie.recruiting@cartamundi.com</a></li><li>• Suitable candidates will be required to attend for a dexterity test and interview</li><li>• Induction and training will be provided</li></ul>

12th July  
Dungarvan Leader



**WEST WATERFORD  
Festival of Food  
DUNGARVAN**

## **CHIEF EXECUTIVE OFFICER**

West Waterford Festival of Food, one of Ireland's leading food festivals, is recruiting for a full-time Chief Executive Officer - could this be you?

For further details, please see  
[www.westwaterfordfestivaloffood.com](http://www.westwaterfordfestivaloffood.com)  
for a job description etc.

Applications by email only by Friday 26th July



Creative Europe  
European Regional Development Fund



Visit Ireland  
Discover the beauty of Ireland



**South East Ireland's most exciting new  
Cocktail Bar, Terrace and Dining experience  
are now recruiting for the following positions :**

**HEAD BARTENDER**  
**HEAD PASTRY CHEF**  
**FULL-TIME & PART-TIME RESTAURANT STAFF**  
**FULL-TIME & PART-TIME BAR STAFF**  
**SOMMELIER**  
**CHEFS - All levels**  
**KITCHEN PORTERS**

Incredible opportunity for dynamic, talented, enthusiastic  
and creative personalities in hospitality.

- Bespoke Tailored uniform
- Competitive salary and benefits

Reply with CV's and references to :  
[recruitment.theoldbank@gmail.com](mailto:recruitment.theoldbank@gmail.com)

Kilkenny People  
12/7/19



**Lodgepark**  
LANDSCAPES

## **DIGGER DRIVER / GROUND WORKER**

**Required for a Full-time Position**

**Requirements:**

- Paving & Groundworks experience
- Knowledge & experience with mini-diggers & Other small machinery / equipment.
- Drivers licence
- Safe pass

**Advantage:**

- General landscaping experience
- Chainsaw operation
- Construction skills tickets

If interested please email C.V. & covering letter to:

[info@lodgeparklandscapes.ie](mailto:info@lodgeparklandscapes.ie)

By July 24th, 2019



• INFINITE TECHNOLOGY •

Infinite Technology is a service focused IT Solutions Provider. We require additional staff to provide Remote support to our customers and work as part of the IT support team.

### **IT Help Desk Support Engineer X 2**

**Kilkenny Office**

**Skills / Experience required**

- Minimum 4 years relevant experience in a similar role.  
Level 2 role
- Excellent knowledge of TCPIP, DNS, Active Directory
- Windows Server, MS O365, Firewalls
- Proactive Remote Network Monitoring.
- Maintain full, accurate records.
- MCSE / MCSA or equivalent industry qualification.

Please email CV to

[mcorr@infinitetechology.ie](mailto:mcorr@infinitetechology.ie)

Kilkenny People  
12/7/19

St. Canice's Co-Ed. N.S.  
Granges Road, Kilkenny,  
R95 PK80  
Tel: (056) 7762150

## **SCHOOL SECRETARY REQUIRED**

**Position commencing  
26th August 2019**

Full Details  
and Application Form  
available on school website  
[www.stcanicesschool.ie](http://www.stcanicesschool.ie)

**Closing Date for Applications  
Monday 29th July 2019**

# **Kilkenny People**

## **THE KILKENNY REPORTER**

### **Advertising Sales Executives Multi-Media**

**Attractive salary package • Kilkenny**

Starting a career in multi-media Advertising Sales could prove to be your launch pad into a long-term, successful future in the media sector. And if you have the communication skills to present well and persuade customers of the immense value of advertising, it could be both highly lucrative and personally rewarding.

#### **About us**

Iconic is Ireland's largest independently owned newspaper group, with an unrivalled audience in print, online and mobile. As part of the group's development strategy, we are now seeking Sales Executives to join the Advertising Sales Team working on the Kilkenny People, [www.kilkennypeople.ie](http://www.kilkennypeople.ie) and The Kilkenny Reporter.

#### **About the role**

As a Sales Executive you will be responsible for a portfolio of existing customers and for developing new relationships with potential advertisers. You'll be part of an experienced and dedicated team and will be fully supported in understanding the role and how to achieve targets.

#### **About you**

Previous customer facing or telesales experience (retail or call-centre) would be desirable but is not essential for this role. Above all else we are seeking ambitious people with strong communication skills who can build relationships with existing and potential customers. To be a success you'll need to be energetic, self-motivated and able to think on your feet. Professional, personable and able to inspire others, you'll also need to demonstrate the confidence to hit the ground running.

Our growing portfolio includes many iconic, market-leading newspaper titles and websites. If you have the drive, determination and initiative to succeed in a developing multi-media organisation, then we would like to hear from you.

**To apply, please email your CV to [ckelly@iconicnewspapers.ie](mailto:ckelly@iconicnewspapers.ie)**

An **ICONIC** business



**PLUMBING  
& HEATING**

### **require Part Time Office Administrator**

**Computer experience is essential for this role.**

**Full training will be provided.**

**Immediate start required.**

**Please email CV to:  
[recruitment@rdplumbing.ie](mailto:recruitment@rdplumbing.ie)**

**Closing date: Friday July 19th 3pm**





# Cartamundi WE ARE HIRING

Applications are invited from suitable candidates who would like to be considered for the following part-time temporary employment opportunity in our Waterford plant:

**TITLE:** General Operators

**DEPARTMENT:** Assembly Days (up to 39 hours per week)  
Assembly Evenings (up to 25 hours per week)

**REPORT TO:** Assembly Team-Leaders

**KEY SKILLS:**

- Excellent communication skills
- Committed to working in a team environment.
- Adaptability & flexibility

**PROCESS:**

- Interested Applicants can send a CV to [cmie.recruiting@cartamundi.com](mailto:cmie.recruiting@cartamundi.com)
- Suitable candidates will be required to attend for a dexterity test and interview
- Induction and training will be provided



Due to continued growth, we are looking for

## Truck Drivers and General Operatives

to join our team.

Our work is varied and interesting, and we operate in all industry sectors.

We have a very diverse fleet of truck based machinery and have a number of vacancies.



If you are interested in operating our specialised machinery, in a very positive, open and safe work environment, please send your CV to [recruitment@aqssolutions.ie](mailto:recruitment@aqssolutions.ie)



**etb**

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

## Appointment of external members Audit and Risk Committee and Finance Committee

Kilkenny and Carlow Education and Training Board invites expressions of interest from persons willing to serve as external members on the following committees:

1. Audit and Risk Committee
2. Finance Committee

Experience and/or knowledge of corporate governance, risk management, internal audit, financial practices and public sector bodies is desirable. A modest fee may be payable. Further details are available on [www.kcetb.ie](http://www.kcetb.ie)

Please submit details of your experience and/or qualifications in the above areas to [aine.murphy@kcetb.ie](mailto:aine.murphy@kcetb.ie) by **Monday 29 July 2019**.

Closing date for receipt of expressions of interest is  
**Monday 29 July 2019**

Eileen Curtis  
Chief Executive

Kilkenny and Carlow ETB is an equal opportunities employer

Busy Practice in the South  
East requires a

## LEGAL SECRETARY

Full time position.  
Experience essential in  
conveyancing & litigation.

Reply with C.V. to Box No RK00002020



Kilkenny People 12/7/19



## St. Canice's Cathedral Administrator Maternity Cover

In this wonderful, medieval setting, an opportunity has arisen to be part of the team that manages all the retail, administrative and financial aspects of St. Canice's Cathedral.

The successful applicant must have a good knowledge of accounting systems, a high level of competency in Office 365 and also demonstrate a strong ability to multi-task.

IRELAND'S  
MIDWINTER  
MILE

For a job description, to make further  
inquiries or to send in your CV  
please email  
[Administrator@stcanicescathedral.com](mailto:Administrator@stcanicescathedral.com)

IRELAND'S  
ANCIENT  
EAST

## Financial Accounting Assistant



BROOKHAVEN  
Healthcare

### NEW POSITION

Brookhaven Healthcare is pleased to announce that it is looking for suitable candidates for its newly established position of Accounting Technician/Assistant in their Head Office in Ballyragget, Co. Kilkenny.

The selected candidate will be required to provide financial assistant to the company's Financial Controller with regards to financial and accounting activities.

### JOB REQUIREMENTS:

The main aspects of the employment will be to processing payroll, working on accounts/records, spreadsheet development, monitoring compliance with current taxation legislation, collaborate with auditing services and relief reception cover.

### SKILLS AND QUALIFICATIONS:

Role will suit a Qualified/Part Qualified Accounting Technician. The ideal person should have good computer skills, a familiarity with excel spreadsheets and be self-motivated. Prior experience of payroll & accounting software and an understanding of data privacy standards is desirable.

### APPLICATIONS:

Please forward you CV to Mr. Canice Brennan, Brookhaven Healthcare HR Manager  
([canice@brookhaven.ie](mailto:canice@brookhaven.ie))

## BLUETT & O'DONOGHUE

ARCHITECTURE PROJECT MANAGEMENT PLANNING  
CONSERVATION (GRADE 1) FIRE ENGINEERING

## ARCHITECTURAL TECHNOLOGISTS

General practice experience  
for Dublin and Kilkenny Offices.

## FIRE ENGINEER/TECHNOLOGIST

Fire Safety Design from initial design and  
Fire Safety Certificate stage to completion.  
Primary or Post Grad' diploma qualification  
- advantageous.

For Dublin or Kilkenny Offices.

Attractive package for the right Candidates to  
work on a broad range of project types.

Please send C.V. and enclosing letter  
by post or email to : [marie.flahive@boda.ie](mailto:marie.flahive@boda.ie).

NO. 1, CHANCERY STREET, DUBLIN 7. NO. 2, JOHN STREET, KILKENNY.

## **Scaffolders**

Ward Personnel - Clonmel, County Tipperary  
Clonmel, County Tipperary

Temporary

Ward Personnel require Scaffolders for immediate start in Clonmel. Please call 0212339120 for more information.

Job Type: Temporary

Licence:

CSCS Advanced Scaffold Card (Preferred)

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***

# **Front of House Receptionist**

Sherry Fitzgerald John Rohan, Waterford City

Competitive DOE  
Permanent | Full Time

## **Description**

The hours of work are 8.30am – 5.30pm Monday to Friday however it is important to note flexibility around these core hours may be required on occasions to support the needs of the business.

## **Person Specification**

- The successful candidate will be a smart, professional, customer services orientated and enthusiastic individual
- Be personable and outgoing
- Present well in a corporate environment and have proven customer / client relationship skills
- Have excellent communication and interpersonal skills with the capability of building good relations
- Previous experience working on reception and a switchboard in a professional services environment would be a distinct advantage.

## **Key Competencies**

- Solid reception and switchboard experience is essential
- Adaptability to various computer programs ability is essential
- Be fluent in verbal and written English along with having a good phone manner

## **Responsibilities**

- Answering phone enquiries in a busy office
- Meeting and greeting clients and customers
- Redirecting customers to appropriate personnel within the Company
- Typing reports / letters / general correspondence
- Dealing with email enquiries
- Redirecting email
- Setting up appointments for viewings
- General administration

**\*APPLY VIA [WWW.JOBS.IE](http://WWW.JOBS.IE)\***

# **Fitter / Maintenance Technician**

Maitech Industrial Services , Waterford

Permanent | Full Time

## **Description**

Due to upcoming expansion Maitech Industrial Services (IRL) are currently recruiting for the role of Fitters/Maintenance Technicians.

Maitech Industrial Services was established in 1998 and are located at the IDA Industrial Estate in Waterford and carry out contract maintenance throughout the dairy, food, beverage, and pharmaceutical industry in Ireland.

## **This role involves:**

- Maintenance and servicing of plant machinery in the food and pharma industry including Homogenisers, Heat Exchangers, Pumps and Valves.
- Trouble shooting and diagnostics of various equipment
- On call servicing for company plant breakdowns
- Overhaul of equipment for planned shutdowns and scheduled repairs.

## **The Ideal Candidate:**

- Will be a qualified fitter or mechanic or possess a strong mechanical back ground.
- Will have previous experience as a factory maintenance or service engineer.
- Will have extensive troubleshooting and diagnostics experience.

**\*APPLY VIA WWW.JOBS.IE\***

# **Apprentice Fitter / Maintenance Technician**

Maitech Industrial Services, Waterford

Negotiable  
Permanent | Full Time

## **Description**

Due to upcoming expansion Maitech Industrial Services (IRL) are currently recruiting for the role of Apprentice Fitters/Maintenance Technicians.

Maitech Industrial Services was established in 1998 and are located at the IDA Industrial Estate in Waterford and carry out contract maintenance throughout the dairy, food, beverage, and pharmaceutical industry in Ireland.

## **This role involves:**

- Maintenance and servicing of plant machinery in the food and pharma industry including Homogenisers, Heat Exchangers, Pumps and Valves.
- Trouble shooting and diagnostics of various equipment
- On call servicing for company plant breakdowns
- Overhaul of equipment for planned shutdowns and scheduled repairs

## **The Ideal Candidate:**

- Leaving Certificate or equivalent including Maths and English at grade C or above.
- Self-Motivated, Show Initiative, Learn Quickly, be reliable and have a positive approach to problem solving.

**\*APPLY VIA WWW.JOBS.IE\***

# Apprentice Technician

H&H Motors, Waterford City

Apprenticeship  
Permanent | Full Time

## **Description**

Apprentice Technician - H&H Motors Limited, Waterford

We wish to recruit an Apprentice Technician for our busy workshop. You will be trained to undertake all levels of maintenance, repairs as well as completing standard servicing and diagnostics.

### **Candidates must have the following attributes:**

A full, valid driving licence.

You must have the ability to work in a busy environment.

You should display a high level of enthusiasm and self-motivation.

And have an excellent time and attendance record

This position may suit someone with previous workshop or motor industry experience seeking a formal qualification.

**Please send a cover note with your CV to be considered for this role.**

**\*APPLY VIA WWW.JOBS.IE\***

# Receptionist / Sales Administrator

H&H Motors, Waterford

Permanent | Full Time

## **Description**

H&H Motors are looking for a pleasant Front Desk Receptionist to undertake all receptionist and clerical duties at the desk of our main entrance and our brands from Monday to Friday. You will be the "face" of the company for all visitors and will be responsible for the first impression we make. Candidate must be energetic, well presented and have a proven track record of excellent customer service.

Our goal is to make guests and visitors always feel comfortable and valued while on our premises

## **Responsibilities:**

- Welcome clients by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains safe and clean reception area by complying with BMW Retail Standards. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Answering questions and addressing complaints
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary

## **Candidate:**

- Excellent team player
- Self-motivated professional with excellent customer service skills
- Demonstrate strong interpersonal, written and oral communication skills
- Polite and clear telephone manner
- Ability to work under pressure in a fast-paced environment
- Reception experience
- Prior experience in the Motor Industry would be advantage
- Be personable, outgoing and well presented with a can-do attitude
- Excel at understanding, anticipating and exceeding customers' expectations
- Deal well under pressure

## **Requirements:**

- Proven experience as front desk representative and proven customer service experience
- Familiarity with office machines
- Proficient in English (oral and written)
- Good organisation and multi-tasking abilities
- Strong communication and people skills
- Customer service orientation / Problem-solving skills

**\*APPLY VIA WWW.JOBS.IE\***

# Health Care Assistant

Sonas Nursing Homes - Clonmel, County Tipperary

Full-time, Permanent

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
- 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

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***



## Production Operator

West Pharmaceutical Services - Waterford

West Pharmaceutical Services, Inc. is a leading manufacturer of packaging components and delivery systems for injectable drugs and healthcare products. Working by the side of its customers from concept to patient, West creates products that promote the efficiency, reliability and safety of the world's pharmaceutical drug supply. West is headquartered in Exton, Pennsylvania, and supports its customers from locations in North and South America, Europe, Asia and Australia. West's 2017 sales of \$1.6 billion reflect the daily use of approximately 112 million of its components and devices, which are designed to improve the delivery of healthcare to patients around the world.

### **Purpose of the job**

Reporting to the department lead this role is responsible for the production of product that meet or exceed pre-determined specifications. Responsible for manufacture, inspection, packaging, labelling and completion of documentation necessary to provide quality, production and traceability records in accordance with Quality Systems and Environmental Management Systems.

### **Key Responsibilities**

Manage production flow and output, by carrying out a range of functions including tracking product at each stage of the process, proper labelling and inventory management using Kanbans and automated MES and Plc based systems, to ensure optimum equipment uptime and target outputs.

- Equipment will include, yet is not limited to, washers, autoclaves, dryers, vision, packing, mixers, calendar, rotocure and slitter machines.
- Adhere to standard operating instructions for proper PPE and gowning for entry to production, quality, labs and clean room areas.
- Prepare, set-up and clean machines as per requirements. Adhering to housekeeping and materials management policies in all production areas while focusing on continuous process improvement using Lean Principles.
- Clean room cleaning,
- Gather, record and label samples for testing by QA & Lab departments. Ensuring correct documentation is available and or provided.
- Carry out product testing and records results as required.
- Maintain process equipment, assisting & completing preventative maintenance and equipment troubleshooting and repairs where qualified to perform tasks.
- Participate effectively in writing/revising/ rolling out accurate operational procedures, training materials for various systems; ensure all work is carried out in line with same.
- Support continuous improvement by active participation in investigations and investigation reports, execution/development of change control, and contribution to Kaizen events and projects as appropriate. Perform root cause analysis, using standard tools and methods, to resolve system issues e.g. FMEA,
- Required to comply with Global Policies, Procedures and Guidelines, regulatory requirements and execute current good manufacturing Practices (cGMP) in the performance of day to day activities and all applicable job functions.
- Understand the specific responsibilities of all departments as they relate to one's own department, understanding the business processes one's department supports
- Work collaboratively to drive a safe and compliant culture. Compliance to all local site Environmental, Health and Safety regulations.
- Adheres to methods/procedures and policies to meet the requirements of Quality Systems and Environmental Management Systems.
- Act in accordance with the company's Guiding Principles and adherence to the corporate Code of Conduct.
- Compliance to all local site Environmental, Health and Safety regulations.
- Compliance to all local site company policies, procedures and corporate policies.

### Qualifications/Training

Required: Apprenticeship, Certificate or Diploma preferred; ideally in a mechanical, manufacturing related discipline. Minimum Education: Leaving Certificate

### Experience

- Ideal candidates would typically have 3+years prior work experience in the Bio Pharmaceutical /Pharmaceutical or Medical Device Industries, or in another GMP setting.
- Knowledge of Good Manufacturing Practises (cGMP) requirements would be an advantage
- Shift work (2/3/4 shift)
- Proficiency in Microsoft Office and job related computer applications
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and process specification, and ensure that all associated paperwork is completed accurately.
- Must be willing to work in a controlled cleanroom environment, which involves the wearing of a gown, cap and relevant personal protective equipment.
- **Competencies**
- Self-motivated
- Flexible approach
- Effective time management and multi-tasking skills
- Excellent attention to detail
- Trouble shooting skills
- Goal/results orientated
- Good verbal reasoning, numerate ability
- Excellent mechanical aptitude
- Strong communication skills, both written and oral.
- Proven ability to work in a team environment
- Strong organisational skills.

**\*APPLY VIA WWW.INDEED.COM\***



**etb**

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

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

\*Please also see list of BTEI courses for Carrick-on-Suir\*

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
15 <sup>th</sup> July 2019	Construction Operator	<i>Carrick-on-Suir</i>	8 Weeks – Full Time
9 <sup>th</sup> Sept 2019	Preparation for D1 (Minibus) Driver Theory Test	<i>Carrick-on-Suir</i>	Part Time Evening – 10 Weeks
20 <sup>th</sup> Sept 2019	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	Part time – 10 weeks
24 <sup>th</sup> Sept 2019	Early Childhood Curriculum Lev 6	<i>Carrick-on-Suir</i>	Evening – 12 weeks
9 <sup>th</sup> Sept 2019	Team Leadership (Childcare Focus) Lev 6	<i>Clonmel</i>	Evening – 10 weeks
17 <sup>th</sup> Sept 2019	Training Delivery and Evaluation	<i>Clonmel</i>	Evening – 10 weeks
23 <sup>rd</sup> Sept 2019	Dry Lining	<i>Clonmel</i>	Full Time – 21 Weeks
23 <sup>rd</sup> Sept 2019	Medical Administration (Traineeship)	<i>Clonmel</i>	Full Time – 50 Weeks
1 <sup>st</sup> July 2019	Information Technology Applications L3	<i>Waterford Training Centre</i>	Full time – 10 weeks
15 <sup>th</sup> July 2019	Traditional Stonewall Construction	<i>Waterford Training Centre</i>	Full Time – 32 Weeks
26 <sup>th</sup> August 2019	Welding Intermediate	<i>Waterford Training Centre</i>	Full time – 20 weeks
26 <sup>th</sup> Aug 2019	Construction Ground Work Skills	<i>Waterford Training Centre</i>	Full Time – 10 Weeks
2 <sup>nd</sup> Sept 2019	Warehouse Operative	<i>Waterford Training Centre</i>	Full Time – 10 Weeks
2 <sup>nd</sup> Sept 2019	Basic Computers	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
3 <sup>rd</sup> Sept 2019	ECDL Version 6	<i>Waterford Training Centre</i>	Evenings – 12 Weeks
3 <sup>rd</sup> Sept 2019	Pre ECDL	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
9 <sup>th</sup> Sept 2019	Web Development	<i>Waterford Training Centre</i>	Evenings (2) – 10 Weeks
9 <sup>th</sup> Sept 2019	First Aid Responder PHECC	<i>Waterford Training Centre</i>	Evening – 4 Weeks
9 <sup>th</sup> Sept 2019	MIG Welding	<i>Waterford Training Centre</i>	Evenings (2) – 5 Weeks
9 <sup>th</sup> Sept 2019	TIG Welding	<i>Waterford Training Centre</i>	Evening – 5 Weeks

9 <sup>th</sup> Sept 2019	Manual Metal Arc Welding	Waterford Training Centre	Evenings (2) – 5 Weeks
9 <sup>th</sup> Sept 2019	Customer Care	Waterford Training Centre	Evenings – 8 Weeks
10 <sup>th</sup> Sept 2019	2D CAD Level 2	Waterford Training Centre	Evenings – 10 Weeks
10 <sup>th</sup> Sept 2019	Manual & Computerised Payroll & Bookkeeping	Waterford Training Centre	Evening – 17 Weeks
10 <sup>th</sup> Sept 2019	Principles of Social Media within a Business	Waterford Training Centre	Evening – 8 Weeks
10 <sup>th</sup> Sept 2019	Start Your Own Business	Waterford Training Centre	Evening – 10 Weeks
17 <sup>th</sup> Sept 2019	Reception & Frontline Office Skills	Waterford Training Centre	Evenings – 11 Weeks
17 <sup>th</sup> Sept 2019	Palliative Care	Waterford Training Centre	Evening – 4 Weeks
24 <sup>th</sup> Sept 2019	ECDL Word Processing Advanced	Waterford Training Centre	Evening – 4 Weeks
7 <sup>th</sup> Oct 2019	Professional HGV Training Programme (Traineeship)	Waterford Training Centre	Full Time – 30 Weeks
14 <sup>th</sup> Oct 2019	Essential Skills in Classic Car Restoration	Waterford Training Centre	Full time – 20 weeks
2 <sup>nd</sup> March 2020	Diploma in Women & Men's Hairdressing (Traineeship)	Waterford Training Centre	Full Time – 39 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](mailto:eastwaterford.lcs@wlp.ie)



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



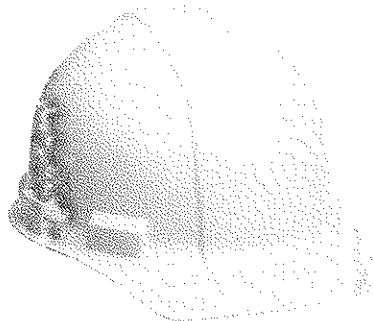
# Construction Operator Training Course

Start date: 15<sup>th</sup> July 2019  
Duration: 8 Weeks (Full Time)  
Location: Carrick-on-Suir

## Modules Included:

- Induction & Safety – Site Dumper Operations (CSCS)
- Manual Handling
- Roadworks Health & Safety (CSCS)
- Location of Underground Services (CSCS)
- Workplace Safety (QQI)

*\*Minimum requirement – Valid Safe Pass\**



**\*Please contact Annie Dalton (Employment Guidance Officer) @ the Local  
Employment Service(LES), Nano Nagle Community Resource Centre, Carrick-  
on-Suir for more details of how to apply \***

**\*Tel: 051-649516\***



QQI  
Quality and Qualifications Ireland  
Dúshú Cáilochta agus Cáilochtaí Éireann

TIPPERARY EDUCATION AND TRAINING BOARD

# Back to Education Initiative

## Part-Time Courses starting September 2019

CARRICK ON SUIR							
PLSS Ref. Number	Course Title	QQI Level	Day(s) of Course	Time	Duration (weeks)	Start Date	End Date
251058	Woodwork 3N0589	3	Monday	9.30 am - 1.00 pm	13	17/09/2019	17/12/2019
250995	Word Processing /Internet Skills Level 3	3	Monday & Tuesday	9.30 am - 1.00 pm	13	16/09/2019	17/12/2019
251029	ESOL (English for speakers of Other Languages) 4N1180	4	Tuesday & Thursday	9.30 am - 1.00 pm	20	10/09/2019	20/02/2020
250806	<b>Information and Communications Technology 4M0855</b> Communications 4N0689; Computer Applications 4N1112; Information Technology Skills 4N1125; Maths 4N1987; Word Processing 4N1123; Work Experience 4N1168; Desktop Publishing 4N1854; Spreadsheet Methods 4N1120	4	Tuesday, Thursday & Friday	9.30 am - 1.00 pm	31	12/09/2019	29/05/2020
250907	<b>Private Security Services (Evenings)</b> Door Security Procedures 4N1114; Guarding Skills 4N1118	4	Monday & Wednesday	6.30 pm - 9.30 pm	10	16/09/2019	20/11/2019
250822	Short Order Cooking 4N1152	4	Tuesday	10.00 am - 12.30 pm	20	17/09/2019	17/02/2020
250973	<b>Early Childhood Care &amp; Education 5M2009 (Evenings)</b> Early Care and Education Practice 5N1770, Child Health and Wellbeing 5N1765, Approaches to Early Childhood Education 5N1763, Early Childhood Education and Play 5N1773	5	Monday & Wednesday	6.30 pm - 9.30 pm	34	16/09/2019	03/06/2020
250981	Early Care and Education Practice 5N1770	5	Thursday & Friday	9.30 am - 1.00 pm	8	19/09/2019	15/11/2019
250987	Child Health and Wellbeing 5N1765	5	Thursday & Friday	9.30 am - 1.00 pm	8	21/11/2019	24/01/2020
235104	Care Skills 5N2770 (Daytime) – Healthcare Level 5 component	5	Thursday & Friday	10.00 am - 1.30 pm	10	19/09/2019	29/11/2019
251104	Intellectual Disability Studies 5N1652 (Evenings) - Healthcare Level 5 component	5	Monday & Wednesday	6.30 am - 9.30 pm	10	09/09/2019	20/11/2019
251132	Communications 5N0690 (Evenings) - Healthcare Level 5 component	5	Monday & Wednesday	6.30 am - 9.30 pm	10	25/11/2019	12/02/2020
251018	Word Processing 5N1385 Level 5 (Evenings)	5	Monday & Wednesday	6.30 am - 9.30 pm	10	16/09/2019	27/11/2019

\* FOR MORE INFORMATION ON THE COURSES PLEASE CONTACT

ANNIE DALTON  
EMPLOYMENT GUIDANCE OFFICER  
LOCAL EMPLOYMENT SERVICE  
C/o NANO NAGLE COMMUNITY RESOURCE CENT  
TEL: 051-649516\*

## 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*

### Maintenance / Grounds Person CE Scheme

Duties will include: Grass cutting ,weeding , hedge trimming , general clean up in Friary Graveyard.

### Parish Secretary CE Scheme

Duties will include Photocopying, printing, taking bookings for Baptisms, weddings, etc. You will be updating parish records, preparing the weekly newsletter, printing letters for management committees, etc. Some bookkeeping and payroll duties may be included in the role You will be producing books for memorial mass and Baptismal services. You must have good interpersonal skills and communication skills.

### 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.

### Maintenance Person / Grounds Person - Carrick Beg CE Scheme

Duties include grass cutting , hedge trimming, weed control and general maintenance work in the parish church and grounds. This contract is a temporary contract bridging sick leave.

### Retail/Stockroom Assistant CE Scheme Carrick-On-Suir

We are currently recruiting a Retail/Sales assistant for our shop in Carrick-On-Suir. Duties will include sorting, steaming, pricing and general sales assistant duties.

### Athletic Coach - Admin Assistant CE Scheme

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. This position will be with the Carrick on Suir Athletic Club and Community Games. Duties will include: Delivering training sessions three evenings and two mornings a week to young athletes within club and school environments. Preparing and motivating young athletes for championships. Mentoring and supporting young athletes while supporting social inclusion. Adhered to all health and safety procedures as well as code of ethics and conduct in sport. Providing administration service: registrations, taking roll calls, etc. Other duties that may be required Support and training will be provided to enable you to carry out this position. This training will take place at the Athletic Field and a number of local schools. Applications must supply suitable character reference.

### 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.

P.T.O.→



**Groundsman – CE Scheme – Portlao**

Duties to include: keeping grounds & clubhouse maintained, cutting grass, weed control, pitch lining, painting etc. Working with groups who use the facility and accommodating them with times making sure grounds are available when needed.

**General Maintenance – CE Scheme – Portlao**

General Maintenance in a busy Day Care Center which includes working as part of a team and carrying out everyday duties around the facility.

**\*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\***