

THIS WEEKS JOB VACANCIES

18th December 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 Coinníce Sóisialaí
Department of Employment Affairs
and Social Protection



**Eamonn Hayes Solicitors,
The Presbytery, Castle Street,
Carrick-on-Suir, Co. Tipperary**

**Part-Time Book- Keeper Required For
Busy Office.**

- Familiarity With Harvest,
(Solicitors Accounts Package) Would Be
An Advantage.
- Salary Is Negotiable And The Position Is
Flexible In Relation To The Part-Time Hours.

**Email with C.V. to
deirdre@ehsolicitors.ie**



Excel Electrical, established in 1996
is currently recruiting for an experienced

Quantity Surveyor/ Estimator

Based at our head office in Callan, Co Kilkenny.

Responsibilities:

- Estimating from drawings,
Specifications and / or bill of Quantities
- Monthly Valuations
- Pricing Variations
- Agreeing Final Accounts

Qualifications / Skills Required:

- Degree in Quantity Surveying/Construction Economics
- At least 2 years' experience in a similar role
- Knowledge of Contract Law
- IT Skills - Microsoft Excel/Word/Outlook
- Electrical estimating experience a distinct advantage

Please apply by email to mwalsh@excelelect.com

**SAFE PASS
COURSE**

**TO BE HELD IN CLONMEL
ON SATURDAY
11TH JANUARY**

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

The Nationalist
19/12/19



Topline Clearys

Senior Trade Counter Position

Must have good knowledge of building and hardware trade. Duties include ordering, stock control, quotations. Must have customer facing experience. Reporting to the Manager and responsible for other trade counter staff.

Sales counter Position

Knowledge of hardware/retail trade. Previous customer facing experience. Merchandising experience.

Part Time accounts Position

Two-three morning per week
Balancing daily cash in branch
Dealing with suppliers
Monitoring & follow up of debtors
Knowledge of word and excel

Please send CV's to

conor.parle@clearyshardware.ie
or the address below stating which position applying for.

Conor Parle (Branch Manager)

Clearys Hardware, Clonmel Road, Carrick-on-Suir

Munster Express
17/12/19



Pharmaceutical | Energy & Utilities | Data Centres
Office & Retail | Food & Beverage

Succeed by delivering a better experience

WE ARE HIRING...

In your locality and throughout Ireland:

- Electricians
- E&I Technicians
- QA/QC Professionals
- High Voltage Commissioners
- Engineers
- Quantity Surveyors

COMPETITIVE SALARIES,
OPPORTUNITIES TO WORK
ABROAD AND
CONTINUOUS TRAINING
AND DEVELOPMENT.

A GLOBAL ORGANISATION

- OUR FAMILY CULTURE
AND VALUES REMAIN.

Find about all our opportunities at:
www.suireng.ie or send your CV to hrd@suireng.ie

Celebrating
35
YEARS
Anniversary



Munster Express
17/12/19

NURSING AND MIDWIFERY RECRUITMENT OPEN DAY

University Hospital Waterford,
Monday 30th December 2019 from 10 a.m. to 3.30 p.m.

The Open Day will give you the opportunity to view our facilities by way of a guided tour of the Hospital, meet with and discuss career pathways with our Nurse Managers from a number of specialties across the Hospital and also explore educational progression and development.

Please refer to the HSE website www.hse.ie/eng/staff/job-search/nursing where you can download the Job Description, Application Form and Additional Campaign information. You will have the opportunity to apply for and be interviewed on the day, your completed Application Form can be submitted at any time prior to the 30th December and you will be issued with a pre-arranged interview slot before you arrive. However, if you choose to submit your application on the day, we will try and facilitate you with an interview on the day if you so wish.

Please ensure to bring Photo ID on the day (to include Licence, Passport, PPS Card and birth certificate). In order to get the most from your day we recommend that you take time to plan your visit.

We will be recruiting for a number of nursing positions across a variety of specialties including the following:

- Medical & Surgical Wards
- Haematology and Oncology Services
- Critical Care
- Cardiology Services
- Paediatric Services
- Emergency Department
- Maternity Department & Neonatal Services
- Theatre and Endoscopy Department
- Other specialist areas: Ophthalmology, Rheumatology and Dermatology

For informal Enquiries please contact the Recruitment Department by e-mailing UHWRecruitment@hse.ie or by Tel: 051 848446/848778

We look forward to welcoming you to University Hospital Waterford.



Waterford Joinery & Goldcoast Golf Resort DUNGARVAN

Part Time Accounts Assistant and Office Administrator

Waterford Joinery Group is seeking an experienced Accounts Assistant who would also have Payroll experience in a similar role. You will be reporting to the Financial Controller and will be expected to meet deadlines.

Responsibilities:

- Perform and own the full Accounts Payable cycle - including accurately coding and posting supplier invoices
- Perform monthly supplier reconciliations and investigate discrepancies as they arise
- Respond to internal and external supplier queries
- Perform weekly and monthly bank reconciliations
- Prepare Bi-monthly VAT returns
- Perform weekly Payroll
- Input employee's information for joiners, leavers and amendments.
- Include monthly ROS submissions with Revenue under new PAYE modernisation

Requirements:

- An absolute minimum of 5 years' experience in a similar position as Accounts Assistant with Payroll
- Excellent interpersonal and communications skills.
- Experience in the following essential - Sage 50 Accounts and Sage Micropay
- Attention to detail and accuracy
- Knowledge of Excel, Microsoft, IT skills.
- Ability to work on own initiative and as part of a team
- Remuneration commensurate with experience

Please send your application & CV to:
goldcoastpersonnel@gmail.com

Kilkenny People

20/12/19



**Community Radio
Kilkenny City 88.7fm**

Has a vacancy for an:

**Administrator
& Outreach Coordinator**

Reporting to the Station Manager 39 hours per week.
Duties and Responsibilities:

- Maintaining good Financial records
- Identifying Funding opportunities & coordinating Fundraising.
- Liaise with staff regarding the promotion of station activities, from programming to training.
- Coordinating & recruitment of volunteers
- Rostering
- Reception cover
- Assist with the promotion and delivery of training courses
- Assist in ensuring the effective operation of the station.

The person appointed must be eligible under Pobal CSP employment criteria.

Full details of this position are available by emailing in confidence to:

manager@communityradiokilkennycity.ie
or by telephoning 056-7762777.

Applications (with CV) should be sent to:

Station Manager

**Community Radio Kilkenny City, 32 Hebron Industrial Estate,
Hebron Road, Kilkenny. Or,**

by email to: **manager@communityradiokilkennycity.ie**

Closing date is Monday 30th December @ 5pm.

Kilkenny People
20/12/19



EXCELLENCE THROUGH
ENGINEERING

Network Technician Traineeship

Gaeltec's core areas of expertise are Energy Transmission and Distribution Systems and Telecommunication Infrastructure.

With the Network Technician Traineeship, we are selecting a new generation of professionals to join our team in an exciting opportunity with vast career progression opportunities.

In the Network Technician Traineeship, the selected candidate will be given the opportunity to develop a career in the Power

sector and will develop the necessary knowledge and skills involved in the construction and maintenance of Electrical Infrastructure across all voltages.

The programme takes place in Kilkenny and starts on the 16th of February 2020.

This selection process of candidates is now open, and candidates should apply by submitting their CV to Gaeltec Utilities Ltd, on hr@gaeltecutilities.com and must reference "Network Technician Traineeship".

Candidates must fulfil the following entry requirements:

- Must have driving license
- Must pass a medical assessment
- Must be able to work at heights
- Must possess the minimum fitness levels for a role of this kind
- Must be willing to work nationwide
- Previous experience in Construction or Agriculture is considered a plus
- Over 18 years of age

gaeltecutilities.com

Kilkenny
People
26/12/19



Pharmaceutical
Energy & Utilities
Data Centres
Office & Retail
Food & Beverage



Succeed by delivering a better experience

WE ARE HIRING...

In your locality and throughout Ireland:

- Apprentices Electrical & Plumbing
- Electricians
- E&I Technicians
- QA/QC M&E
- High Voltage Commissioners
- Engineers M&E
- Quantity Surveyors
- Health & Safety Officers
- General Operatives



A GLOBAL ORGANISATION -
OUR FAMILY CULTURE AND VALUES REMAIN.
COMPETITIVE SALARIES, OPPORTUNITIES TO WORK ABROAD
AND CONTINUOUS TRAINING AND DEVELOPMENT.

Find out about all our opportunities at:
www.suireng.ie or send your CV FAO Helen at hrd@suireng.ie



KILKENNY COUNTY COUNCIL
COMHAIRLE CHONTAE CHILL CHAINNIGH

Applications are invited from qualified persons for the following post of:

TECHNICIAN GRADE I

[OPEN COMPETITION]

Salary Scale: The current salary scale for the position is
€40,098 to €47,981
[inclusive of LSI]

The closing date for receipt of completed applications is
5.00 p.m. on Thursday 9th January, 2020

See Website for further information [www.kilkennycoco.ie]

Application Forms together with particulars of office can be obtained from the Customer Service Desk, Kilkenny County Council, County Hall, John Street, Kilkenny or by e-mail [hr@kilkennycoco.ie].

Kilkenny County Council reserves the right to shortlist candidates having regard to education, qualifications and experience.

**KILKENNY COUNTY COUNCIL IS AN
EQUAL OPPORTUNITIES EMPLOYER**

Kilkenny People

2012/19



KILKENNY COUNTY COUNCIL
COMHAIRLE CHONTAE CHILL CHAINNIGH

Applications are invited from qualified persons for the following post of:

ASSISTANT ENGINEER

[OPEN COMPETITION]

Salary Scale: The current salary scale for the position is
€38,747 to €60,899
[inclusive of LSI]

The closing date for receipt of completed applications is
5.00 p.m. on Thursday 9th January, 2020

See Website for further information [www.kilkennycoco.ie]

Application Forms together with particulars of office can be obtained from the Customer Service Desk, Kilkenny County Council, County Hall, John Street, Kilkenny or by e-mail [hr@kilkennycoco.ie].

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**KILKENNY COUNTY COUNCIL IS
AN EQUAL OPPORTUNITIES EMPLOYER**

Kilkenny People 20/12/19



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Qualifications / Skills Required:

- Degree in Quantity Surveying/Construction Economics
- At least 2 years' experience in a similar role
- Knowledge of Contract Law
- IT Skills - Microsoft Excel/Word/Outlook
- Electrical estimating experience a distinct advantage

Please apply by email to mwalsh@excelelect.com



H Raggett Homes

Grovin, Kilkenny.

www.raggetthomes.com

Quantity Surveyor/ Construction Technician

Quantity Surveyor/Construction Technician
required for an immediate start with a leading
Kilkenny based company undertaking a wide
variety of works in residential and other sectors.

The position would suit an ambitious career
orientated person and will include a range of
responsibilities from planning phase
right through to completion.

Please send CV and contact details to

info@raggetthomes.com

All replies treated with complete confidentiality.



KILKENNY COUNTY COUNCIL
COMHAIRLE CHONTAE CHILL CHAINNIGH

Applications are invited from qualified persons for the
following post of:

EXECUTIVE ENGINEER

[OPEN COMPETITION]

Salary Scale: The current salary scale for the position is
€49,543 to €68,868
[inclusive of LSI]

The closing date for receipt of completed applications is
5.00 p.m. on Thursday 9th January, 2020

See Website for further information [www.kilkennycoco.ie]

Application Forms together with particulars of office can
be obtained from the Customer Service Desk, Kilkenny
County Council, County Hall, John Street, Kilkenny or by
e-mail [hr@kilkennycoco.ie].

Kilkenny County Council reserves the right to shortlist
candidates having regard to education, qualifications and
experience.

**KILKENNY COUNTY COUNCIL IS
AN EQUAL OPPORTUNITIES EMPLOYER**



KILKENNY COUNTY COUNCIL
Applications are invited for the following:

GENERAL OPERATIVE

A Panel will be formed from which permanent and temporary
vacancies may be filled as they arise.

The salary scale for the position
is €541.84 to €615.24 Gross per week.

The closing date for receipt of completed applications is
5.00 p.m. on Thursday 16th January, 2020.

Application Forms together with particulars of office can be
obtained from the Customer Service Desk, Kilkenny County
Council, County Hall, John Street, Kilkenny
or by e-mail [hr@kilkennycoco.ie].

Kilkenny County Council reserves the right to shortlist candidates
having regard to qualifications and experience.

**KILKENNY COUNTY COUNCIL IS
AN EQUAL OPPORTUNITIES EMPLOYER**

Kilkenny People

20/12/19



Castlecomer
Discovery Park
Yours to enjoy

Cafe Operator Wanted

We are one of Ireland's best adventure centres located in Castlecomer, Co. Kilkenny.

We are currently exploring the potential to forge a business partnership with a creative, food professional to operate our Café.

We currently open 7 days a week 10-5, we are looking to work with someone that has both the creativity to create a destination food venue and business acumen to operate profitably year round.

This is an exciting opportunity for someone that either has an existing business and wishes to expand or a professional that is looking to create a business in a stunning location.

Contact Errol Delaney by email on erroldelaney@eircom.net or Phone 0872626488

Post for Legal Secretary / Receptionist

A busy General Law Practice in West Waterford
is seeking to recruit a

Full-time Legal Secretary/Receptionist

The successful candidate will be required to have a
working knowledge of Legal Software Computer systems

Reply to Box No. 7087

Tuismitheoirí na Gaeltachta

Folúntas: Oifigeach Forbartha (Cúige Mumhan)

Tá post mar Oifigeach Forbartha á thairiscint ag Tuismitheoirí na Gaeltachta.

Cuireann Tuismitheoirí na Gaeltachta cúnamh agus tacaíocht ar fáil do theaghlaigh atá ag tógáil a gclann le Gaeilge sa Ghaeltacht nó ar mian leo a leithéid a dhéanamh.

Is post ar chonradh go dtéaradh 2020 atá á thairiscint agus d'fhéadfadh sé go gcuirfí leis an tréimhse sin. Beidh an té a cheapfar fostaithe ag Tuismitheoirí na Gaeltachta agus freagrach do Cheannasaí na heagraíochta.

Beidh an tOifigeach Forbartha freagrach as seirbhísí, imeachtaí, ócáidí agus scéimeanna Tuismitheoirí na Gaeltachta i gCúige Mumhan a eagrú agus a fhorbairt. Beidh an tOifigeach Forbartha lonnaithe in oifig sa Ghaeltacht, roghnófar an ceantar i gcomhar leis an té a cheapfar sa phost.

Fáilteofar roimh iarratais ó dhaoine cumasacha leis an taithí agus na cáilíochtaí seo a leanas:

- Ardchumas Gaeilge, idir labhartha agus scríofa.
- Tuiscint agus taithí ar shaol agus ar earnáil na Gaeltachta agus na Gaeilge.
- Cáilíocht ábhartha tríú leibhéal agus/nó taithí in aon cheann de na réimsí seo a leanas: pleanáil teanga, forbairt pobail, Gaeilge, cúrsaí oideachais, cúram leanai nó cúrsaí cumarsáide.
- Scileanna maithe cumarsáide, áisitheoireachta, comhordaithe agus idirphearsanta.
- Taithí i dtionscadail a chur i gcrích.
- Scileanna maithe ríomhaireachta.
- Teastas iomlán glan tiomána.

39 uair oibre sa tseachtain a bheidh i gceist agus beidh roinnt oibre sa tráthnóna agus ag an deireadh seachtaine san áireamh.

Is ceart litir iarratais mar aon le CV reatha a sheoladh roimh 5ln Dé Luain 13 Eanáir 2020 chuig:

An Ceannasaí,
Tuismitheoirí na Gaeltachta
SPLANC!
Páirc Ghó na Ceathrún Rua
An Cheathrún Rua
Co. na Gaillimhe

nó chuig: sorch@tuismitheoiri.ie

Is féidir tuilleadh eolais a fháil ach teagmháil a dhéanamh le hoifig Tuismitheoirí na Gaeltachta 091 869 571

Is fostóir comhdheiseanna é Tuismitheoirí na Gaeltachta

DAIRY FARM ASSISTANT REQUIRED

Duties to include milking, feeding, herding,
assist with calving and calf rearing.

Good stock skills and experience with
operating machinery required.

Competitive salary.

Contact John 087 9218976

(20-12)

Dairy Farm Assistant Required

TALLOW / KNOCKANORE AREA

Duties to include: Milking, Feeding, Herding,

Assist with Calving and Calf Rearing.

Good stock skills and experience in farming • Competitive Salary

Contact: KIERAN 087-2660620

(3-1)

Part-time Typist Required

- Excellent typing and Computer skills essential
- Good command of English will be required for proof reading

Please send CV to:

Box No. 7086

before 3rd January, 2020

MOTIVATED RELIABLE EXPERIENCED CHILDMINDER REQUIRED – To mind two children, aged 12 and 3 years, in their own home. Stradbally / Lemybrien area. Full driving licence essential. Tel. Clara (087) 2206972. (20-12)

KIND, RELIABLE CHILDMINDER REQUIRED – To mind three children in their own home in Ardmore. Typical hours 9.30 a.m. to 4.30 p.m. Monday to Friday. Two schoolgoing children and one toddler. Driver preferable. Please contact: (086) 3619346. (20-12)

FEMALE WITH OWN CAR REQUIRED – To come to home in the Abbeyside area at 8.00 a.m. Monday to Friday to bring children to school and do some light housework. Some afternoons also required. Flexible hours. Immediate start. If interested ring (086) 2319713. (10-1)

RECRUITMENTS

POST FOR LEGAL SECRETARY / RECEPTIONIST

A BUSY GENERAL LAW PRACTICE IN WEST
WATERFORD IS SEEKING TO RECRUIT A FULL TIME
LEGAL SECRETARY/RECEPTIONIST.

The successful candidate will be required to have a working
knowledge of legal software computer systems.

Reply to: Box No. 748, Dungarvan Leader,
18 Mitchel Street, Dungarvan, Co. Waterford.

DAIRY FARM ASSISTANT REQUIRED

Duties to include milking, feeding, herding, assist with
calving & calf rearing. Good stock skills and experience with
operating machinery required. Competitive salary.

Contact: JOHN 087 9218976

Tuismitheoirí na Gaeltachta FOLÚNTAS: OIFIGEACH FORBARTHA (CÚIGE MUMHAN)

Tá post mar Oifigeach Forbartha á thairiscint ag Tuismitheoirí na Gaeltachta.

Cúireann Tuismitheoirí na Gaeltachta cúnamh agus tacaíocht ar fáil do theaghlaigh atá ag tógáil a gcian le Gaeilge sa Gaeltacht nó ar
mian leo a leithéid a dhéanamh.

Is post ar chonradh go dtéaradh 2020 atá á thairiscint agus d'fhéadfadh sé go gcuirfí leis an tréimhse sin. Beldh an té a cheapfar
fostaithe ag Tuismitheoirí na Gaeltachta agus freagrach do Cheannasaí na heagraíochta.

Beldh an tOifigeach Forbartha freagrach as seirbhísí, imeachtaí, ócáidí agus scéimanna Tuismitheoirí na Gaeltachta i gCúige
Mumhan a eagrú agus a fhorbairt. Beldh an tOifigeach Forbartha lannakhe in oifig sa Gaeltacht, roglunófar an ceantar
i gcomhair leis an té a cheapfar sa phost.

Fáilteofar roimh iarratais ó dhaoine cumasacha leis an tálthí agus na cáilíochtaí seo a leanas:

- Ardchumas Gaeilge, idir labhartha agus scríofa.
- Tuiscint agus tálthí ar shaoi agus ar eanáil na Gaeltachta agus na Gaeilge.
- Cáilíocht abhartha trí leibhéal agus/nó tálthí in aon cheann de na réimsí seo a leanas: pleanáil teange, forbairt pobail,
Gaeilge, cúrsaí oideachais, curam leanai nó cúrsaí cumarsáide.
- Scileanna malthe cumarsáide, áisitheoireachta, comhordaithe agus idirphearsanta.
- Tálthí i dtionscail a chur i gcrích.
- Scileanna malthe ríomhaireachta.
- Teastas lomán glan tiomána.

39 uair oibre sa tseachtain a bheidh i gceist agus beldh roinnt oibre sa tráthnóna agus ag an deireadh seachtaine san áireamh.

Is ceart liir iarratais mar aon le CV reatha a sheoladh roimh 5th Dé Luain 13 Eanáir 2020 chuig:

An Ceannasaí,
Tuismitheoirí na Gaeltachta
SPLANC
Páirc Gnó na Ceathrún Rua
An Cheathrún Rua
Co. na Gaillimhe
nó chug: sorcha@tuismitheoiri.ie

Is féidir tuilleadh eolais a fháil ach teagmháil a dhéanamh le hoiúg Tuismitheoirí na Gaeltachta 091 869 571

Is fostóir, comhdhulseanna é Tuismitheoirí na Gaeltachta

**WATERFORD JOINERY &
GOLDCOAST GOLF RESORT
DUNGARVAN**

**Part Time Accounts Assistant
and Office Administrator**

Waterford Joinery Group is seeking an experienced Accounts Assistant who would also have Payroll experience in a similar role. You will be reporting to the Financial Controller and will be expected to meet deadlines.

RESPONSIBILITIES:

- Perform and own the full Accounts Payable cycle - including accurately coding and posting supplier invoices
- Perform monthly supplier reconciliations and investigate discrepancies as they arise
- Respond to internal and external supplier queries
- Perform weekly and monthly bank reconciliations
- Prepare Bi-monthly VAT returns
- Perform weekly Payroll
- Input employee's information for joiners, leavers and amendments.
- Include monthly ROS submissions with Revenue under new PAYE modernisation

REQUIREMENTS:

- An absolute minimum of 5 years' experience in a similar position as Accounts Assistant with Payroll
- Excellent interpersonal and communications skills.
- Experience in the following essential - Sage 50 Accounts and Sage Micropay
- Attention to detail and accuracy
- Knowledge of Excel, Microsoft, IT skills.
- Ability to work on own initiative and as part of a team
- Remuneration commensurate with experience

Please send your application & CV to:
goldcoastpersonnel@gmail.com

The 2 Sisters
RESTAURANT

THE 2 SISTERS RESTAURANT, DUNGARVAN

A CHEF POSITION

HAS BECOME AVAILABLE TO JOIN OUR CREATIVE,
ENERGETIC AND FAST PACED KITCHEN.

Applicants must have:

- A passion for preparing and cooking high quality dishes in a fast paced environment.
- A minimum of 3 years experience.

There is a little night work involved in this job, only one Saturday night a month. This is a great opportunity for someone who wants to work mostly days but still gets a chance to create and cook an evening menu one Saturday night a month. No Sunday work. 39 hours a week based on a 4-5 day week.

Apply with C.V. and cover letter to : carolthe2sisters@gmail.com

**DAIRY FARM
ASSISTANT REQUIRED**

TALLOW / KNOCKANORE AREA

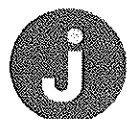
Duties to include milking, feeding, herding, assist with calving & calf rearing. Good stock skills and experience in farming. Competitive salary.

Contact: KIERAN 087 2660620

[Continue Browsing](#)

Plasterers Labourer

PAID POSITION



Company Details Confidential

Ref: #JOB-2131670

Plasterers Labourer required
South Tipperary / Waterford / Kilkenny area

Experience Preferable
Transport Essential

Please phone 087-2839927 for more details

Career Level

- Not Required

Candidate Requirements

Essential

- Minimum Experience Required (Years):** 2
- Minimum Qualification:** No Qualification

Desirable

- Ability Skills:** Communications, Interpersonal Skills
- Competency Skills:** Labouring, Teamwork, Time Management, Working on own initiative
- Driving Licence:** Full B, Learner permit B

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

Method Of Application	Phone
Contact Details	0872839927
d	

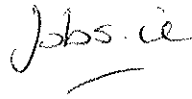
Overview

- Location:**
Carrick-On-Suir, County
Tipperary, Ireland
Kilkenny, County Kilkenny,
Ireland
Waterford, County Waterford,
Ireland
- Job Title:**
Plasterers Labourer
- Hours:**
40 h / week
- No of Positions:**
1
- Rate:**
To be Confirmed
- Phone Contact:**
0872839927

ABOUT THIS COMPANY



Company
Company Details Confidential



[FIND A JOB](#) [FIND A COURSE](#) [JOB TALK](#) [ADVERTISE A JOB](#)

Job title, Skill or Company

Location

[Return to Job Search](#)



Hotel Front Office Receptionist

Woodlands Hotel

Dunmore Road Waterford

neg

Contract | Part Time

15 Dec



[APPLY NOW](#)

Description Company Details

Receptionist

The Woodlands Hotel, Waterford has an exciting opportunity for an experienced Receptionist.

We currently have a vacancy for a part time Receptionist to join our team at the Woodlands Hotel. We are looking for an enthusiastic and motivated individual.

The Candidate

Previous experience as a Hotel Receptionist required.

A standards focus individual with high attention to detail

Knowledge of HotSoft an advantage

Please submit your CV & Cover Letter Below

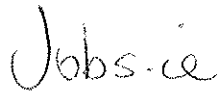


Woodlands Hotel

051 392700

Dunmore Road

[See all Woodlands Hotel jobs](#)


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[FIND A COURSE](#)
[JOB TALK](#)
[ADVERTISE A JOB](#)
 Job title, Skill or Company

 Location

[Ad Return to Job Search](#)


Legal Secretary

MW Keller & Son Solicitors

Waterford

Negotiable, DOE

Permanent | Full Time

Today


[APPLY NOW](#)

Description Company Details

MW Keller and Son Solicitors are looking for an experience full time legal secretary in their **property department** to join our busy team based in Waterford.

The Ideal candidate will have:

2-3 years' experience working as a Legal Secretary

Experience in digital dictation is essential

Strong communication and interpersonal skills

Excellent attention to detail and organisational skills

Must be able to work to tight deadlines

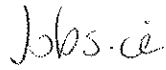


MW Keller & Son Solicitors

8 Gladstone St Waterford Waterford ., Co. Waterford, Ireland

Our fundamental purpose at M.W. Keller & Son Solicitors is to provide a competitive, efficient and personal service to each and every client. The firm has evolved and expanded in recent years and is delighted to be able to offer all of our customers, both existing and new, a comprehensive and highly adept legal service.

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CREATING CAREERS. TOGETHER

Office Administrator / Receptionist

La Creme

Waterford

Up to €0.00 per annum

Permanent | Full Time

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Description Company Details

Office Administrator/Receptionist

Waterford

Full Time/Permanent

I am currently working with an established professional organisation based in Waterford who are seeking an experience Office Administrator/Receptionist to join their team.

The ideal candidate for this role will have exceptional coordination/multi-tasking skills along with a high attention to detail

Key responsibilities:

- Front desk reception.
- Administration management of busy office to include typing of letters and emails and filing of same.
- Printing, sorting and filing of correspondence.
- Client database maintenance and upkeep.
- Dealing with all general office correspondence.
- General office administration as required.

Key requirements:

- Good working knowledge of Microsoft Office.
- Excellent attention to detail.
- Ability to prioritise tasks in a busy work environment, ability to multi task.
- Previous experience in a similar role.
- Enthusiastic and energetic with excellent communication skills.

This is a great opportunity for an administrator who is looking for a challenging and busy role within a great organisation.

BY APPLYING FOR THIS ROLE YOU ARE AGREEING TO OUR TERMS OF SERVICE WHICH TOGETHER WITH OUR PRIVACY STATEMENT GOVERN YOUR USE OF LA CRÈME SERVICES.

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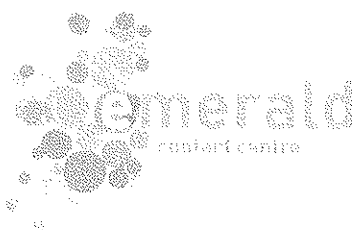
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[REFINE RESULTS](#)


Customer Solution Agent

Emerald Contact Centre

Cork Road Waterford City

€11.06ph starting

Permanent | Full Time

16 Dec


[APPLY NOW](#)

Description Company Details

Customer Solutions Specialist

Emerald Contact Centre (ECC) based in the Waterford Business Park, Cork Rd, Waterford, is focused on providing superior customer service support for our clients. Our clients provide networks of health and investment information to our customers around the world. Customers can purchase supplements & health products, books, newsletters, attend seminars and receive free electronic newsletters on topics of interest to them. ECC employs people who are incredibly driven and passionate about providing outstanding service to the customer.

Our Customer Solutions Specialists are responsible for providing quality customer sales and service via phone by utilizing exceptional communication skills.

Strong attendance, performance and adherence to policies are not a desirable, they are an essential here. We take this seriously. In return, we can offer a relaxed environment, supportive managers, open door policy, along with a competitive salary, pension scheme, free onsite car parking, employee reward incentives and many employee wellbeing initiatives.

Hours of work are between Monday to Saturday ranging on a rotation from 1-9pm, 2-10pm, 3-11pm & 5pm to 1am

We are hiring for part time positions also across 3 days per week, typically Monday, Tuesday & Saturday

What you will be doing:

- Using existing procedures to solve routine or standard customer inquiries; receives instruction, guidance and direction from others as needed;
- Navigate through appropriate customer service systems and tools in a timely manner while servicing the customer (CRM application is the primary tool);
- Maintain quality scores and call center metrics;
- Inform customers of promotions and new or upgraded products;
- Explain product options and related charges clearly and concisely;
- Maintain a high level of first call resolution and quality assurance.

What we need from you:

P.T.O. =>

- 1-2 years prior customer service experience – essential
- Leaving Certificate (or equivalent)
- Strong verbal communications skills including diction, grammar and tone - essential
- Ability effectively and clearly communicate with customers under circumstances requiring tact and diplomacy
- Self-motivated, upbeat, consultative demeanor, combined with a high energy level
- Ability to handle confidential information
- Ability to navigate multiple applications / systems in several environments.



Emerald Contact Centre

Block C&D Confederation House Waterford Business Park Cork Road , Co. Waterford, Ireland

Apply For This Job

You are just a few steps away

Get started by entering your email

Email

NEXT

First Name

Last Name

ATTACH A CV TO YOUR APPLICATION

Upload your CV

or

☐ I have completed a CV & I will be submitting it separately to my application in a separate message

Image Photo

Upload a recent color photograph of yourself. Your photo should be clear and professional. Please upload your photo as a separate file.

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****



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Education and Training Board
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Training Opportunities for 2020 Carrick-on-Suir, Clonmel & Waterford

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
14 th Jan 2020	Home Repairs & Maintenance – BTEI	<i>Carrick-on-Suir</i>	Part Time – 16 Weeks(Tues)
16 th Jan 2020	Preparation for D1 (Minibus) Driver Theory Test	<i>Carrick-on-Suir</i>	Evenings – 11 Weeks (Thurs)
16 th Jan 2020	Special Needs Assisting – Level 5	<i>Carrick-on-Suir</i>	Part Time – 9 Weeks(Thurs/Fri)
20 th Jan 2020	Word Processing, Internet Skills & Spreadsheets Level 4 – BTEI	<i>Carrick-on-Suir</i>	Part Time – 18 Weeks (Mon/Tues)
21 st Jan 2020	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	Part Time – 10 Weeks (Tues)
21 st Jan 2020	Bread Pastry & Desserts Level 3 – BTEI	<i>Carrick-on-Suir</i>	Part Time – 14 Weeks
27 th Jan 2020	Tourism Visitor Centre	<i>Carrick-on-Suir</i>	Full Time – 12 Weeks
20 th Jan 2020	Training Needs Identification & Design	<i>Clonmel</i>	Evenings – 14 Weeks
24 th Feb 2020	Care of the Older Person – BTEI	<i>Carrick-on-Suir</i>	Evenings – 10 Weeks (Mon/Wed)
3 rd Feb 2020	Heavy Good Vehicle (Rigid)	<i>Clonmel</i>	Full Time – 13 Weeks
25 th Feb 2020	Quality & Good Manufacturing Practice	<i>Clonmel</i>	Evenings – 12 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
20 th Jan 2020	TIG Welding	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
20 th Jan 2020	Manual Metal Arc Welding	<i>Waterford Training Centre</i>	Evenings – 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
27 th Jan 2020	Manual & Computerised Payroll & Bookkeeping	<i>Waterford Training Centre</i>	Evenings – 17 Weeks

3 rd Feb 2020	Welding Intermediate	Waterford Training Centre	Full Time – 20 Weeks
10 th Feb 2020	Infection Prevention & Control	Waterford Training Centre	Evenings – 5 Weeks
18 th Feb 2020	Principles of Social Media within a Business	Waterford Training Centre	Evenings – 8 Weeks
24 th Feb 2020	Sports Recreation & Exercise Traineeship	Waterford Training Centre	Full Time – 50 Weeks
2 nd Mar 2020	Safety & Health at Work	Waterford Training Centre	Evenings – 9 Weeks
2 nd Mar 2020	Diploma in Women & Men's Hairdressing (Traineeship)	Waterford Training Centre	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: castwaterford.lcs@wlp.ie



An Roinn Gúðair Fostailochta
agus Cóimrce Sóisialaí
Department of Employment Affairs
and Social Protection





Adult Learning Scheme

FREE
COURSE

Phone: 087 9025144

STUDY COURSE FOR THE D1 DRIVER THEORY TEST

Start Date:	16th January 2020
No. of weeks:	11 weeks
Time:	9:30am - 12:30pm

Carrick-
on-Suir

Search: www.fetchcourses.ie
Code: 280668



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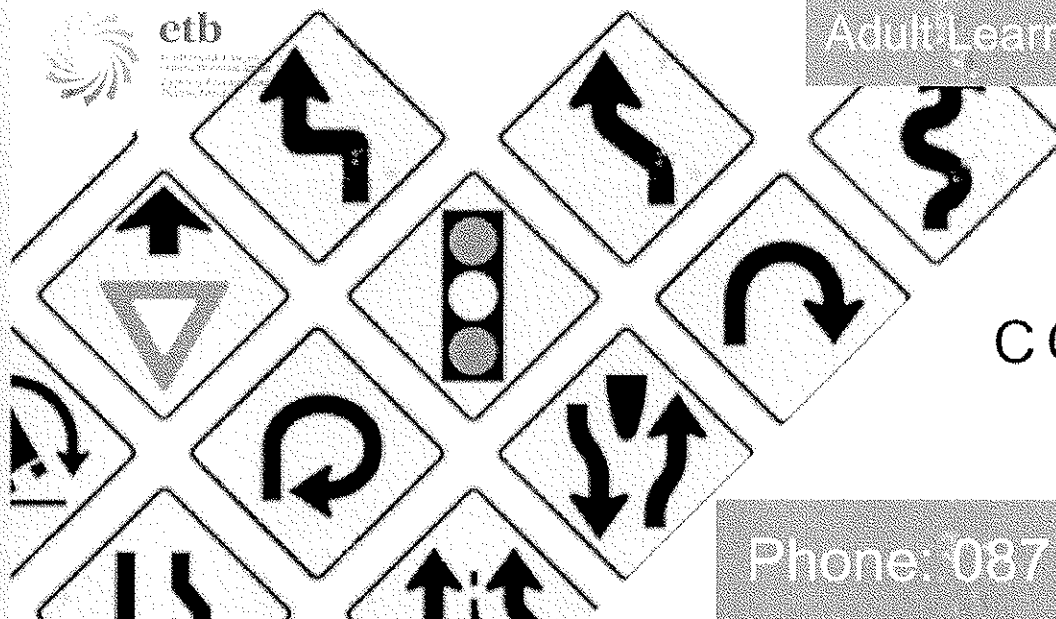
An tSeirbhís Oideachais
Adult Education
Department of Education
An tArdán Oideachais

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learning works





Adult Learning Scheme



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COURSE

Phone: 087 9025144

STUDY COURSE FOR THE DRIVER THEORY TEST

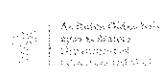
Start Date:	21st January 2020
No. of weeks:	10 weeks
Time:	10:00am - 12:00pm

Carrick-
on-Suir

Search: www.fetchcourses.ie
Code: 280664



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Investing in Your Future
European Social Fund



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Investment through
Education
Opportunity. Education and
Innovation.

Adult Learning Scheme

FREE
COURSE

COMPUTERS FOR BEGINNERS

Contact: Lillian 087 9025144 or 051 649871

Start Date: 6th January 2020
No. of weeks: 18 weeks
Time: 10:00 am to 1:00pm

Carrick-
on-Suir

Search: www.fetchcourses.ie
Code: 280671

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Tipperary Education and Training Board
Carrick-on-Suir



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European Social Fund



Tipperary Education and Training Board
Carrick-on-Suir

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Community Employment Scheme (CE)

Vacancies

Farm Workshop Worker CE Scheme – Camphill

Duties to include to work on the farm in Camphill, Carrick on Suir assisting with farm work, maintaining animal husbandry and working farm machinery in a positive manner. Roles & Responsibilities: Feeding & monitoring the health needs of the animals where required. Work farm machinery while adhering to H&S regulations. Assist and liaise with other staff members. Contribute to team meetings and supervision if required. Assisting in the planning and rotation of stock as required. Maintaining fences and animal housing. Maintaining farm machinery.

Grounds Maintenance Person CE Scheme – Tipperary County Council – Carrick-on-Suir

Duties to include grass cutting, hedge cutting, weed spraying, seasonal planting, litter management and general maintenance of parks and open spaces within the town. Applicants must supply a suitable character reference.

Cook & Housekeeper (Special Needs Assistant) CE Scheme – Camphill

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Cook/Housekeeper / Special Needs Assistant required for Camphill Community. Applicants must supply suitable character references and be prepared to complete a Garda vetting form. Training will be provided. Cooking duties to include: cutting and preparation of daily meals and serving meals. Housekeeping duties to include: cleaning, dusting and maintaining Health and Safety regulations. Ability to work with and give instructions to young adults with special needs. Good listening communication skills are desirable. Working with individuals on a one-to-one basis. Maintain all equipment to a high standard. Have good understanding of Health and Safety regulations.

Administration / Parish Support Worker CE Scheme – Carrick-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.

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.

Maintenance Person CE Scheme - Sean Kelly Sports Centre

he Sean Kelly Sports Centre require a maintenance person within their building. This will involve working in many areas within the centre including the following areas: Swimming Pool, Sauna, Steam Room, Changing Rooms, Gym Rooms, Office Space, Kitchen, First Aid Room, Storage Areas, Plant Room, Gardens and Sports Field. Duties will include carrying out the day to day repairs within the building and general maintenance: Maintain grounds in a clean and orderly manner, mowing, trimming, weeding, aerating and fertilizing lawns. Cut grass and pruned trees to make landscape more appealing. Replace plants when needed, rake leaves etc. Maintain water fountain. Maintain ground maintenance equipment • Adjusting, repairing and maintaining gym equipment. Repairing floors with different surfaces. Maintaining bathrooms and changing rooms. Carrying out minor plumbing repairs Carrying out tiling and painting. Carrying out statutory checks. Recording all maintenance repairs and defects. Assisting with the Inflation and deflation of the Pool Inflatable. Other duties as assigned.

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.

Maintenance Person / Groundsperson CE Scheme - Rathgormack Hiking Centre

Duties to include cleaning , and maintenance of the Hiking centre including laundry and making up of the 22 beds as required . Some outdoor maintenance also required.

Maintenance Person / Grounds person CE Scheme – Mothel

Ground-person, general duties in the Holy Well and Graveyard in the Mothel area, which will include grass cutting and general upkeep of the area

Maintenance Person CE Scheme - Clonea GAA

Duties will include: maintenance of pitch, lining pitch, cleaning dressing rooms and general upkeep of the club grounds.

***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***