

THIS WEEKS JOB VACANCIES

5th February 2020

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 Coimhree Soisialaí
Department of Employment Affairs
and Social Protection





Rockwell College Residence Support Staff

Rockwell College is recruiting full and part-time Residence Support Staff to assist the Senior Deans in the management and supervision of residential boarders at Rockwell College. The ideal candidates will have an ability to relate to and manage young people and have the flexibility required for the role. This position will require availability midweek (night) and weekends (day & night). Commencing immediately. Full Driving License required. Appointments subject to NVB vetting.

To apply, send CV with the contact details of two references to: recruitment@rockwellcollege.ie
Closing date Friday February 21st. Shortlisting may apply.
Rockwell College is an Equal Opportunities Employer.



O'Neill Foley,
Chartered Accountants,
Patrick's Court,
Patrick Street,
Kilkenny, R95 N28F.

O'Neill Foley, Chartered Accountants and Business Advisors, are expanding.

The firm currently has in excess of 50 professional partners and staff providing a wide and varied range of accounting, audit, tax, wealth management and corporate finance services.

The culture of the firm reflects the young and energetic profile of our team and the entrepreneurial nature of our client base.

To meet our increasing demands for the services we provide, the following positions are currently available.

Qualified Accountant - Work in general practice, including accounting, audit and tax compliance. Continuing professional development is assured by way of incremental experience within the client base and participation in relevant training programmes.

Corporate Finance Consultant - This position will involve working along side the partners and will encompass equity transactions (both buy and sell), debt fund raising and expert witness assignments.

Tax Consultant - Recognised tax qualification is essential along with at least 2 plus years of relevant experience across a number of tax heads. Ideally the experience should come from a dedicated tax department within a substantial professional organisation with a wide range of exposure to varied transactions.

Graduate Trainee Accountants - Applicants with an honours degree from any discipline will be considered. If you believe you have the enthusiasm and dedication to work in a committed environment, we will provide the structures and training.

Accounting Technicians - Applications are welcome for qualified and trainee technician positions. The work is varied and there is considerable scope for progression both within the firm and throughout our extensive network of clients.

Trainee Financial Advisor - Working in close collaboration with the firms head of Wealth Management, this position will enable the right candidate to develop appropriate professional qualifications and combine the technical and compliance experience with the trusted advisor client facing element of the role.

Payroll Assistant - Given the position is within a team of dedicated payroll specialists, this role can be adapted to an individual with substantial experience or a trainee with a genuine interest in deepening their experience.

Remuneration for each role will be commensurate with the qualification and experience of each candidate.

If you are interested in any of the above positions, please email your CV in strictest confidence to careers@onf.ie.

Applications close on 21st February 2020
Address: Patrick's Court, Patrick Street, Kilkenny R95 N28F
www.onf.ie



KELLY & CO. LTD.

WHOLESALE BEER & SOFT DRINKS DISTRIBUTORS

KNOCKANRAWLEY BUSINESS PARK, TIPPERARY

OFFICE ADMINISTRATOR

Kelly & Co. Ltd is currently looking to recruit an Office Administrator

THE PERSON:

The successful candidate will ideally have an accountancy background. The role demands strong accountancy and IT skills. The candidate must be able to multi-task, show initiative and have ability to manage different facets of the business. They must also have good interpersonal and communication skills.

Duties will include:

- Sales and Credit Control Management
- Payroll Management
- Dealing with customer queries
- Banking and cash management
- Invoice processing

Please forward CV and cover letter to
aoife@kellydrinks.com

SAFE PASS COURSE

TO BE HELD IN CLONMEL
ON SATURDAY 8th FEBRUARY
AND FRIDAY 14th FEBRUARY
AND SATURDAY 29th FEBRUARY

TO BOOK TELEPHONE
052 6123111/086 8125190 OR
EMAIL: **peter@semiton.com**

The Nationalist
6/2/20

www.tipperary.ie Thursday, February 6, 2020



RYAN MOTOR POWER ARE HIRING APPRENTICE TECHNICIANS!

Ryan Motor Power Skoda retailer for Tipperary are seeking a 1st, 2nd or 3rd year apprentice to join their team. Reporting to the Service manager the ideal candidate must be suitably qualified with previous years accreditation or a leaving cert qualification.

Key Competencies

- Communicates clearly and concisely, both orally and in writing, with customers, colleagues and suppliers of all levels.
- Technical Ability
- Demonstrates and maintains an appropriate level of technical expertise for a technician in the motor industry. Inspects vehicles and completes allocated work efficiently and accurately supported by the effective use of all the relevant tools and technology.
- Driving requirement • A full driving licence is a requirement.

Apply with CV to **ronan.power@ryanmotorpower.ie**

Closing date for applications is 14.02.20

Ryan Motor Power, Powerstown, Clonmel, Co. Tipperary.
Tel: 052 618 0323 • www.ryanmotorpowerskoda.ie



HEALTH SERVICE EXECUTIVE

Expressions of Interest are invited from General Practitioners interested in providing a GP service/ medical care to Haywood Lodge, South Tipperary Mental Health Services, Clonmel, Co. Tipperary.

Haywood Lodge Unit is a 40 Bedded Approved Centre under the Mental Health Commission for Psychiatry of Later Life/ Rehabilitation Unit.

Informal enquiries: Dr. Michele Brannigan, Consultant Psychiatrist and Clinical Director 052 6189133.

To note your interest please e-mail: recruit.CKSTMHS@hse.ie

Closing date for Expressions of Interest is Friday, 14th February 2020.

Seirbhís Sláinte
Níós Fearr
a Forbairt

Building a
Better Health
Service

Brett's Hardware

BUILDERS PROVIDERS

Brett's Hardware Agri & Builders Providers Mullinahone are expanding NEW PREMISES OPENING SOON IN CALLAN, CO. KILKENNY

We are delighted to announce we are now looking to fill the following roles for our new Builders Providers in Callan.

Are you looking for a new challenge or the next step in your career development? Are you interested in becoming an important part of our new sales team?

Trade Counter Senior Sales

Experienced salespeople with a minimum of 3 years within the builder's merchant arena, with excellent knowledge of building materials. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team.

Trade Counter Plumbing & Renewable Energy Sales

Experienced plumbing sales person with a minimum of 3 years within the plumbing merchant sales arena. Excellent knowledge of plumbing consumables and renewable energy. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team.

Paint Decor Centre Sales

Experienced salesperson with a real ambition to develop this department. Must have a flair for colour and have an interest or experience in interior design. An energetic, customer focused sales-person to become a key part of our sales team. Previous experience in paint sales, mixing/tinting of paint an advantage.

Shop Floor Sales & Cashiers

Full and part time positions for people with shop floor retail experience, exciting positions for people who enjoy dealing with a varied array of customers and want to develop their product knowledge while offering the highest standards of customer service. Experience in any form of EPOS system an advantage but not essential as full training will be offered.

Yard & Warehouse Operators

Experienced yard warehouse personnel required with a minimum of 3 years' experience working with building materials while having an excellent knowledge of building products. Must have up to date forklift and manual handling certification.

Café

Experienced Supervisor for busy new deli café must have experience in HACCP and food preparation. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of the team. Full and part time deli counter and floor staff positions available.

Administration

This is a full-time position working alongside our senior management team to support and assist in the development of our new business.

A successful Administrative Officer will act as a point of contact for all employees providing administrative support and managing stationary stocks for the branch, preparing regular reports (e.g. financials, expenses, budgets) and organising company records. If you have previous experience as Office Administrator or similar administrative role, we would like to meet you. Our ideal candidate will also have a working knowledge of office equipment and office management tools.

Garden Centre

Are you green fingered or have horticultural experience? If you enjoy making sales and advising customers on the gardening requirements, this could be the opportunity for you. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team is required.

Please forward your CV with cover letter for all positions to careers@brettshardware.ie for the attention of Noel Burke



**EXPERIENCED
FARM ASSISTANT
REQUIRED FOR
LARGE MODERN
DAIRY FARM
IN SOUTH TIPPERARY.**

**A SPEAKING LEVEL OF
ENGLISH IS ESSENTIAL.**

ACCOMMODATION CAN BE ARRANGED.

APPLY TO: 0862632961

PART-TIME MEDICAL SECRETARY

**Needed for busy practice in Clonmel
(Maternity Cover)**

Please forward CV to ellen.souness@msmedical.ie or send CV
to Practice Manager, Mary Street Medical Centre,
12 Mary Street, Clonmel, Co. Tipperary



Aqualeak Ltd are a
Water Leak Detection
company based in
Tipperary that provide
Water Leak Detection
services for residential

commercial and public clients throughout the country.

Aqualeak are also main distributors for, industry leading,
Seba KMT leak detection equipment, including ground
microphones, correlators & loggers.

We currently have the following vacancies:

Plumber:

Qualified or near qualified plumber required.

Experience with regard to public water supplies would be
an advantage but not a requirement.

Full clean driving licence necessary.

Leak detection Operative:

No experience necessary. Clean driving licence essential.

Safe Pass an advantage.

Apply in confidence by e-mail to info@aqualeak.ie

4/2/20



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O'Neill Foley, Patrick's Court, Patrick Street, Kilkenny R95 N28F

www.onf.ie

Munster Express

4/2/20

Join a team creating change and excellence in older persons care...



SignaCare

SignaCare Waterford

A new state of the art luxury Nursing Home, located in Waterford (Formerly The Athenaeum House Hotel site) enjoys a peaceful riverside location overlooking the city.

Currently recruiting for Director of Care

Full time Permanent position

- The ideal candidate must have the qualifications to act as person in charge
- Must be highly motivated in creating excellence in older persons health and social care
- Must have management course and demonstrate experience in Centre management

nhi

Care Awards

**2019
WINNER**

Application via completed CV to
info@signacare.ie

Informal enquiries to

mags@signacare.ie or 086-07 04 552

Munster Express

4/2/20

FOCUS

Housing Association

Focus Housing Association CLG (Expression of Interest Submissions).

Focus Housing Association CLG are seeking expressions of interest from developers / builders / land or property owners with existing sites / developments sites / developments, that are suitable for development / completion for social housing. Interested parties are requested to complete an Expressions of Interest questionnaire at this initial stage. Questionnaires are available from Focus Housing Association on 01 - 8815900 or e-mail development@focusireland.ie.

The deadline for receipt of applications is 24th February 2020. For further information on the process please contact the Focus Housing Association development team on 01 - 8815900 or e-mail development@focusireland.ie

ADVERTISING WORKS!

Contact Liz, Patrick or Doreen to place an ad: (051) 500 100

nolke
OPTICIANS

OPTICAL ASSISTANT & LAB TECHNICIAN REQUIRED

Nolke Opticians are seeking a Fulltime optical assistant. An individual with strong customer service skills to fill the position of Optical Assistant, Frame stylist in our busy practice.

Duties to include:

- Providing excellent front Line Customer Service
- Frame selection
- Scheduling Appointments
- Maintaining Patient records.
- Training will be provided to work in optical lab and lens recommendations.
- Experience is desirable but not essential as full training will be provided.

We are looking for an individual who

- Has a minimum of 2 years' retail or customer service experience.
- Has completed the Leaving Certificate or equivalent standard of education
- Can Provide a high level of customer service to our customers.
- Possesses Excellent organisational and communication skills.
- Can work well within a team.
- Has excellent computer skills with the ability to learn new systems quickly.

Applications: Please log onto our Website www.nolkeopticians.com to download our application form or call into our store at: Uluru Centre, Dunmore Rd, Waterford.

Completed forms to be forwarded to: jobs@nolkeopticians.com



WE'RE HIRING 10 enterprise sales positions in Waterford

Employee benefits include:

- Paid maternity, adoptive and paternity leave
- Flexible working
- Sports and social
- Pension
- Subsidised study
- In-house wellness programme

Apply today at www.spearline.com/jobs



Deloitte

Technology
2015 2016 2017 2018 2019 IRELAND



THE IRISH 2019
CX IMPACT AWARDS
WINNER



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

POST OF TEMPORARY SENIOR BEACH LIFEGUARDS AND BEACH LIFEGUARDS

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Application forms and further particulars can be downloaded from our website at www.waterfordcouncil.ie

Closing date for receipt of applications is 4p.m on Friday, 28th February 2020.

**WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL
OPPORTUNITIES EMPLOYER.**

GLASS

DOMESTIC



SERVICING THE SOUTH EAST

MIRRORS

COMMERCIAL

Experienced Window and Door Fitter

Required for small long-established Glass and Glazing company in Waterford.

Experience in accurate measuring, removal and fitting of windows and doors, carpentry and plastering skills etc.

Ideal candidate would also have glazing skills to assist in day to day glazing of shop fronts, households, mirrors, balcony's etc.

Must have clean driving licence.

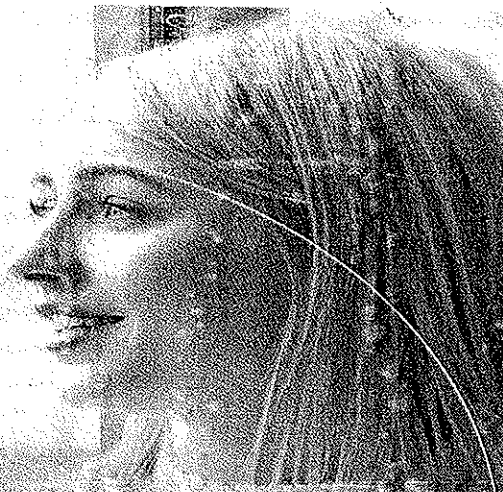
Full time position.

Please email CV to: info@odriscollglass.ie

Closing date 21st February 2020

**MSD**

INVENTING FOR LIFE



JOIN MSD CARLOW AND INVENT, IMPACT, INSPIRE

The opportunity

MSD in Carlow is a world-class manufacturing facility, and the company's first vaccines facility outside the US, focused on formulating and filling vaccines and biologics products that improve and transform the lives of people across the world.

We have a number of exciting vacancies across several levels for ambitious individuals with relevant experience within a highly regulated environment.

If you want to join a dynamic team of over 2,500 employees committed to inventing for life, MSD Ireland would like to hear from you.

MSD Carlow is continuing to expand with the development of a new 15,000 square meter, state-of-the-art facility next to the fully operational site currently in place.

Due to the increase in our operations, we have an exciting number of vacancies in MSD Carlow within the following categories:

- Technical Engineering Specialist
- Senior Operations Specialist
- Senior Process Engineer - Tech Transfer
- Clean Utilities Senior Engineer

INVENT
IMPACT
INSPIRE

Follow us on MSD Careers

Find out more on
jobs.msd.com/ireland

Waterford
News + Star
4/2/20



SCHOOL SECRETARY

(Temporary contract to cover a maternity leave)

Our Lady of Mercy Secondary School, Ozanam Street, Waterford

Notifies the above post at 35 hours per week.
Commencing early March 2020

Applications are invited from suitably qualified personnel with the following skillsets:

- Excellent interpersonal, ICT and administrative skills.
- The ability to use Microsoft Office and other databases.

Previous Experience of office/secretarial work in a school environment would be advantageous.

APPLICATIONS BY POST TO:

The Secretary, Board of Management, Our Lady of Mercy
Secondary School, Ozanam Street, Waterford,
on or before 14th February 2020

PRO GAS

Professional Care For All Gas Appliances

RGI Registered Gas Engineer Required

Experience required.
Salary negotiable.

Contact the office on:

087 990 7237

Please email your CV to
info@progas.ie

Waterford News
+ Star
4/2/20

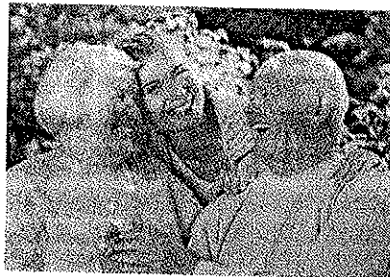
*Join a team creating
change and excellence in
older persons care ...*



SignaCare

SignaCare Waterford:

A new state of the art luxury Nursing Home, located in Waterford (Formerly The Athenaeum House Hotel site) enjoys a peaceful riverside location overlooking the city.



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Director of Care

FULL TIME PERMANENT POSITION

- The ideal candidate must have the qualifications to act as person in charge
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- Must have management course and demonstrate experience in Centre Management

*Application via completed CV to **Info@signacare.ie***

*Informal enquiries to **Mags@signacare.ie** or **0860704552***

nhi
Care Awards

**2019
WINNER**

nolke OPTICIANS

Optical Assistant & Lab Technician Required

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Waterford News
+ Star
4/2/20



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

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Application forms and further particulars can be downloaded from our website at www.waterfordcouncil.ie

Closing date for receipt of applications is 4p.m on Friday, 28th February 2020.

WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER.

Staff
Wanted at
Garvey's Centra,
Coolagh

Centra
LIVE EVERY DAY

1 x Deli Assistant
1 x Checkout Assistant
1 x Cleaner
MUST BE FULLY FLEXIBLE

Please apply by email to:
Coolagh@garveyscentra.ie
or drop your CV in-store

 Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

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WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER.

Jim Power Agri Sales Ltd.

Kilmore West, Tallow, Co. Waterford

Tel: 058-56596 Fax: 058-55803 Email: admin@jimpoweragri.ie

STORES PERSON

Description and Responsibilities

Due to continued business growth we now have a position available for a full time stores person to join our busy team in our stores based in Tallow, Co Waterford.

The main responsibilities for the Stores Person

- Dealing with customers/telephone enquiries about parts
- Doing invoices and taking payment
- Ensure all stock is stored in the correct manner
- Inputting Stock on the computer
- Liaise with suppliers and handle queries relating to delivery and stock discrepancies
- Keep a record of and report any frequent shortages or spare items and reorder
- Carry out regular stock takes

Required Skills and Experience

- IT skills, with confidence using Microsoft Office and inventory management systems
- Experience preferable but not essential
- Good organisational skills

Full competitive remuneration package available for the successful applicant.

Applications in writing to our offices at Kilmore West, Tallow, Co. Waterford, or by email to admin@jimpoweragri.ie by Friday, 21st February, 2020.

Find the latest local
news including
sports analysis
only in your
FULL COLOUR Dungarvan Observer

Dungarvan Observer | Friday, 7 February, 2020

FULL-TIME POSITION AVAILABLE FOR EXPERIENCED TRACTOR DRIVER / MACHINERY OPERATOR – Contact: Kieran Hallahan (087) 2549759. (7-2)

CHILDMINDER REQUIRED FOR 10 MONTH OLD BABY – Two days a week in the Stradbally area. Non-smoker please. Replies to Box No. 7091. (14-2)

CHILDMINDER WANTED FOR THREE CHILDREN (six – one year old) – Flexible for childminder's own home or children's own home. Approximately 3 days a week (days flexible). Own car essential for school drop. Reply to PO Box No. 7092. (14-2)

FULL-TIME / PART-TIME FARM WORKER REQUIRED – With immediate start. Candidate should have farming experience and knowledge of dairying and operating machinery. The role will consist of once-a-day milking, feeding of stock and birthing of calves. Salary depending on experience. Contact: (087) 2858985. (14-2)

DUNGARVAN BASED COMPANY Advertising Co-ordinator Position Available

- Various outdoor advertising campaigns
- Permanent / full-time
- Busy week / quiet week
- Fortnightly pay – salary based (DOE)
- Company Van
- Full Clean Driver's Licence required

More info – forward CV to:

allweatheradvertising@gmail.com



Blackwater ECO TOURS

Villierstown Education & Culture Project CLG
T/A Blackwater Eco Tours
is currently recruiting for the following Role:-

Part-time Boat Coxswain / Facilities Operative

This is a Community Services Programme (CSP) supported Role and eligibility under CSP Strand 3 will be required. This Role is based in Villierstown, West Waterford.

For more information on this Role e-mail info@vecp.ie or call 089 2538699.

Applications must be submitted by Friday, February 14th.

Applications can be e-mailed to info@vecp.ie or posted to:-

Villierstown Education & Culture Project CLG

T/A Blackwater Eco Tours

Villierstown

Cappoquin

Co. Waterford

www.blackwaterecotours.ie

Villierstown Education & Culture Project CLG is an equal opportunities employer.

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme



Department of Rural and
Community Development

An Boinn Forbartha
Taoithe agus Pobal



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For more information on this Role e-mail info@vecp.ie or call **089 2538699**.

Applications must be submitted by **Friday February 14th**.

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**Villierstown Education & Culture Project CLG
T/A Blackwater Eco Tours
Villierstown
Cappoquin
Co. Waterford
www.blackwaterecotours.ie**

VILLIERSTOWN EDUCATION & CULTURE PROJECT CLG IS AN EQUAL OPPORTUNITIES EMPLOYER.

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme





ALL WEATHER ADVERTISING LTD.

Dungarvan Based Company have an

ADVERTISING CO-ORDINATOR POSITION AVAILABLE

- Various outdoor advertising campaigns
- Permanent / full-time
- Busy week / quiet week
- Fortnightly pay – salary based (DOE)
- Company Van
- Full Clean Driver's Licence required



More info - forward CV to allweatheradvertising@gmail.com
Contact Declan @ **086 629 75 41**



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WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER.

DUNGARVAN LEADER, FRIDAY, FEBRUARY 7, 2020

Replacement Window & Door Installers

**SUB-CONTRACTORS ARE REQUIRED TO FIT
REPLACEMENT WINDOWS AND DOORS IN
EAST CORK/WEST WATERFORD AREA.**

Candidates must have;

- Current Tax Clearance Cert
- Insurance
- Safe Pass

Previous experience as a Window & Door installer is desirable.

The successful candidates must be self employed, have their own transport and be willing to travel.

Full product training will be provided.

Immediate start and long term work available.

If you are interested in applying for this position, please
forward a current CV via email to
hr@munsterjoinery.ie



MUNSTER JOINERY
www.munsterjoinery.ie

SITUATIONS VACANT

**PART TIME QUALIFIED HAIR-
DRESSER** — Required for busy
East Cork Hair Salon. Must be
confident in all aspects of hair-
dressing. Computer skills
required but not essential as
training can be provided.
Excellent working conditions.
Reply to Box No. 752,
Dungarvan Leader, 18 Mitchel
St., Dungarvan. (21/2/R)

CHILDMINDER REQUIRED —
Kind, reliable person in the
Ballinroad/Abbeyside area
required to mind a 9 month old
baby in child minders own
home. Starting 30/3/20, the suc-
cessful person must be flexible
as parents work shift work and
hours will differ weekly.
Experienced essential. Reply to
email:
childminder3003@yahoo.com
or reply to Box No. 753
Dungarvan Leader, 18 Mitchel
St., Dungarvan. (1)

Kilkenny People

7/2/20

ONF

O'Neill Foley,
Chartered Accountants,
Patrick's Court,
Patrick Street,
Kilkenny, R95 N28F.

**O'Neill Foley, Chartered Accountants
and Business Advisors, are expanding.**

The firm currently has in excess of 50 professional partners and staff providing a wide and varied range of accounting, audit, tax, wealth management and corporate finance services.

The culture of the firm reflects the young and energetic profile of our team and the entrepreneurial nature of our client base.

To meet our increasing demands for the services we provide, the following positions are currently available.

Qualified Accountant - Work in general practice, including accounting, audit and tax compliance. Continuing professional development is assured by way of incremental experience within the client base and participation in relevant training programmes.

Corporate Finance Consultant - This position will involve working along side the partners and will encompass equity transactions (both buy and sell), debt fund raising and expert witness assignments.

Tax Consultant - Recognised tax qualification is essential along with at least 2 plus years of relevant experience across a number of tax heads. Ideally the experience should come from a dedicated tax department within a substantial professional organisation with a wide range of exposure to varied transactions.

Graduate Trainee Accountants - Applicants with an honours degree from any discipline will be considered. If you believe you have the enthusiasm and dedication to work in a committed environment, we will provide the structures and training.

Accounting Technicians - Applications are welcome for qualified and trainee technician positions. The work is varied and there is considerable scope for progression both within the firm and throughout our extensive network of clients.

Trainee Financial Advisor - Working in close collaboration with the firms head of Wealth Management, this position will enable the right candidate to develop appropriate professional qualifications and combine the technical and compliance experience with the trusted advisor client facing element of the role.

Payroll Assistant - Given the position is within a team of dedicated payroll specialists, this role can be adapted to an individual with substantial experience or a trainee with a genuine interest in deepening their experience.

Remuneration for each role will be commensurate with the qualification and experience of each candidate.

If you are interested in any of the above positions, please email your CV in strictest confidence to **careers@onf.ie**.

Applications close on 21st February 2020

Address: Patrick's Court, Patrick Street, Kilkenny R95 N28F

www.onf.ie



KILKENNY COUNTY COUNCIL
COMHAIRLE CHONTAE CHILL CHAINNIGH

Applications are invited from
qualified persons for the following post:

**TEMPORARY SEASONAL STAFF
FOR WOODSTOCK TEA ROOMS**
located in Woodstock Gardens, Inistioge, Co. Kilkenny.

TEMPORARY COFFEE SHOP ASSISTANTS

The successful person will be responsible for making tea/coffee,
serving cakes, cleaning tables, washing up etc.

Rate of Pay: €10.10 per hour

The closing date for receipt of completed applications is
5.00 p.m. on Friday 14th February, 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].

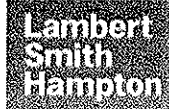
See Website for further information [www.kilkennycoco.ie]

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
7/2/20

Kilkenny
People
7/2/20



Office Administrator – Market Cross Shopping Centre

Job Title: Office Administrator

We are seeking a highly motivated and experienced Office Administrator with a strong work ethic and desire to work in a team environment to work alongside the Centre Manager at Market Cross Shopping Centre.

You will have the responsibility:

- Provide day to day administration support to the Centre Manager
- Provide support to the Cleaning Team Leader and Security Team Leader
- Assist with Centre marketing, online branding and promotions
- Purchasing and reporting duties i.e. verification of invoices, raising PO's and contractor communications.
- Assist the Centre Manager in ensuring all Health & Safety and Fire compliance requirements are maintained and recorded.
- Working with the retailers in the Centre to enhance the customer visit and continuously improving standards.
- Assist with the administration of insurance claims and risk management issues.
- Understanding of the need for working discreetly and maintaining confidentiality
- Other admin duties as may be assigned from time to time

Requirements:

- Minimum of 2 years' experience in similar role
- Knowledge of MS Word, Excel, Powerpoint, Outlook
- Good organisational skills
- Health & Safety aware
- Excellent attention to detail
- Ability to work to strict deadlines
- Ability to work on own initiative
- Multitasker
- Reliable
- Retail experience is desirable
- Experience in marketing / PR would be advantageous

Applicants should apply with CV before the 14th February 2020 to:

Jane Dunne
Associate Director
Lambert Smith Hampton
Email: jdunne@lsh.ie

Kilkenny People

7/2/20



**Gowran Park Racecourse and Golf Club
are recruiting the following:**

**Full time Chef or Cook. Excellent rate of pay
offered.**

**Part time Chef & Commis Chef.
Excellent Rate of pay offered.**

**Full time Restaurant Supervisor.
Experience essential. Excellent rate of
pay offered.**

To apply, contact William on 086 023 0255

Or

Email your CV to goodenuf2eat@eircom.net

**Poe Kiely Hogan Lanigan
Solicitors**

a well established Legal Firm have a vacancy for an

Experienced Secretary

to join a busy commercial/private client team.
This role is in an office environment that requires a
professional enthusiastic individual with excellent
communication skills who is reliable, hardworking
and flexible.

The ideal candidate should have minimum 2 years
legal secretarial experience with excellent IT skills to
include dictaphone typing, case management and
organisational skills.

Salary will be commensurate on experience
for this position.

All applications should
be submitted before 14th February addressed to

Liz Lawlor-Pratt, HR Manager,
Poe Kiely Hogan Lanigan, 21 Patrick Street, Kilkenny
or emailed to llawlor@pkhl.ie

Kilkenny People 7/2/20

**SPRINGHILL COURT
HOTEL**
KILKENNY

Have the following vacancies

DUTY MANAGER
minimum 2 years' experience

FOOD & BEVERAGE SUPERVISOR
minimum 1 years' experience

EXPERIENCED BAR STAFF
to cover late shift

FOOD & BEVERAGE ASSISTANT
flexible hours

Please forward CV to General Manager
Email: gm@springhillcourt.com

SPRINGHILLCOURT.COM



Kilkenny Electrical Wholesale Ltd
44 Hebron Road Industrial Estate, Hebron Road, Kilkenny
Tel: (056) 77 62 333
Fax: (056) 77 62 369
info@kew.ie

Accounts Administrator
(Part Time Administrator Considered)

Duties Include

- Accounts payable including entering Supplier invoices and process payments to suppliers by EFT or by cheque
- Accounts Receivable including processing and sending Customer Invoices and Statements.
- Payroll Duties including processing wages on the in house software system and ROS system on line.
- Processing Vat Returns through ROS.
- Reception Duties including answering calls and dealing with customer queries.

Desirable Criteria

- Have experience in a similar role to include Accounts Payable, Receivable and Payroll.
- Be familiar with Take 5 Accounts Package.
- Have a good knowledge of Microsoft and Excel spreadsheet systems.
- Be Hardworking and have the ability to work on your own initiative
- Have Excellent Customer service skills and be capable of learning quickly.

Please send your C.V to:

info@kew.ie



**Full Time Office
Administrator**

Due to our continued expansion,
RD Plumbing require a
Full Time Office Administrator
for our busy and fast paced office.

- Strong knowledge of Microsoft Excel, Word and Outlook is essential for this role.
- Salary Scale €27,000 - €30,000 per annum

Please email recruitment@rdplumbing.ie
for a full detailed job specification.

Closing date:

Monday 17th February at 5pm

Brett's Hardware

BUILDERS PROVIDERS

Brett's Hardware Agri & Builders Providers Mullinahone are expanding NEW PREMISES OPENING SOON IN CALLAN, CO. KILKENNY

We are delighted to announce we are now looking to fill the following roles for our new Builders Providers in Callan.

Are you looking for a new challenge or the next step in your career development? Are you interested in becoming an important part of our new sales team?

Trade Counter Senior Sales

Experienced salespeople with a minimum of 3 years within the builder's merchant arena, with excellent knowledge of building materials. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team.

Trade Counter Plumbing & Renewable Energy Sales

Experienced plumbing sales person with a minimum of 3 years within the plumbing merchant sales arena. Excellent knowledge of plumbing consumables and renewable energy. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team.

Paint Decor Centre Sales

Experienced salesperson with a real ambition to develop this department. Must have a flair for colour and have an interest or experience in interior design. An energetic, customer focused salesperson to become a key part of our sales team. Previous experience in paint sales, mixing/ tinting of paint an advantage.

Shop Floor Sales & Cashiers

Full and part time positions for people with shop floor retail experience, exciting positions for people who enjoy dealing with a varied array of customers and want to develop their product knowledge while offering the highest standards of customer service. Experience in any form of EPOS system an advantage but not essential as full training will be offered.

Yard & Warehouse Operators

Experienced yard warehouse personnel required with a minimum of 3 years' experience working with building materials while having an excellent knowledge of building products. Must have up to date forklift and manual handling certification.

Café

Experienced Supervisor for busy new deli café must have experience in HACCP and food preparation. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of the team. Full and part time deli counter and floor staff positions available.

Administration

This is a full-time position working alongside our senior management team to support and assist in the development of our new business.

A successful Administrative Officer will act as a point of contact for all employees providing administrative support and managing stationary stocks for the branch, preparing regular reports (e.g. financials, expenses, budgets) and organising company records. If you have previous experience as Office Administrator or similar administrative role, we would like to meet you. Our ideal candidate will also have a working knowledge of office equipment and office management tools.

Garden Centre

Are you green fingered or have horticultural experience? If you enjoy making sales and advising customers on the gardening requirements, this could be the opportunity for you. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team is required.

Please forward your CV with cover letter for all positions to careers@bretthardware.ie for the attention of Noel Burke

BUTLER ■ GALLERY Visitor Services Assistant

Butler Gallery is the leading contemporary art gallery and museum with a permanent collection in the South East. We are seeking a dynamic and experienced Visitor Services Assistant to join our growing team.

This is an excellent opportunity for candidates with a demonstrable interest in the arts and cultural tourism at an exciting time as we prepare to move to our new location, Evans' Home in the heart of Kilkenny City.

If you enjoy working as part of a team, dealing with the general public and have great interpersonal and customer service skills we want to hear from you.

Permanent Part-time, 26 hours Thursday - Sunday

Further details www.butlergallery.com
or email recruitment@butlergallery.com

Closing date for applications: Tuesday 11th February 2020

 **MS Ireland**
THE MULTIPLE SCLEROSIS SOCIETY OF IRELAND

DATA COLLECTOR

(Community Employment Scheme)

The MS Society of Ireland is seeking a person to assist with data collection on multiple sclerosis in the South East. The successful candidate should have IT skills, good organisational skills, attention to detail, good record keeping, communication and telephone skills. Typing/data entry highly desirable. We offer full training to successful applicant. We provide valuable employment experience and training to those preparing to re-enter the workplace. Hours are 19 ½ per week.

TO APPLY:

Please contact your nearest Intreo/DEASP Local Employment Services Office to apply for this vacancy, job reference no. CES-2137555. The Case Officer on duty will check your eligibility for Community Employment. Eligibility for Community Employment is generally linked to those who are 21 years or over and in receipt of a qualifying Irish social welfare payment for 1 year or more.

For further details of the vacancy, please contact Kilkenny Voluntary Bodies Ltd at 087 2352705.

Warehouse Operative

Meadows and Byrne - Carrick-on-Suir, County Tipperary
Full-time, Permanent

Meadows & Byrne are recruiting for warehouse operatives for our Meadows & Byrne Village, Carrick-on-Suir, Co. Tipperary.

Successful candidates will need to :

Exhibit a strong work ethic.

Possess the ability to work well in a fast paced environment.

Carry out their role in a timely and efficient manner in order to meet courier deadlines.

Possess strong organisation skills and basic PC competency.

Previous warehouse experience is desirable, though not essential.

If you fulfill the above criteria please apply.

Job Types: Full-time, Permanent

Experience:

- forklift operator: 1 year (Preferred)

Education:

- Leaving Certificate (Preferred)

Licence:

Forklift licence (Preferred)

APPLY VIA WWW.INDEED.COM

Trainee Shift Manager

SPAR Ireland- Carrick-on-Suir, County Tipperary

Texaco Spar Service Station, Carrick on Suir, is an exceptional store with an award winning team. It's part of the H2 Group, one of Ireland's fastest growing forecourt retailers. We offer fantastic career opportunities for enthusiastic and hardworking individuals.

We currently have a vacancy for a Trainee Shift Manager in our store. This is a full-time role and successful applicants must be fully flexible to work hours to meet the store requirements. Must be available for evenings and weekends. You will be working as part of a dynamic team reporting to the Store Manager. You will support the Store Manager in ensuring the store operates efficiently and professionally thus ensuring exceptional store performance and exceptional customer service.

Supervisory

- Assist in the supervision of the retail sales team on a daily basis and ensure necessary tasks are completed to an appropriate level
- Ensure high quality and consistent customer service is provided at all times
- To assist in the supervision of the effective induction and training of employees
- Assist the Store Manager in the effective management of retail sales team performance

Customer Care

- To ensure customers receive high quality and consistent service at all times
- To deal with and rectify customer complaints in an effective and pleasant manner and ensure that all complaints are reported in the appropriate manner
- To be involved in necessary store improvements following customer complaints

Operations

- Ensure housekeeping in the store is maintained at an optimum level
- Assist in the implementation of in-store sales and promotions
- To communicate with retail sales team regarding in-store sales and promotions
- To ensure the appropriate cash register and cash handling policy is adhered to
- Ensure that best practices are in place in the department including merchandising standards/store set up & finish and the running of promotions.

Stock Management

- Ordering of stock
- To assist the Store Manager in preparations for stock take and supervise where appropriate
- To assist the Store Manager in minimising stock loss through wastage, damages and pilferage
- Ensure food management and waste systems are adhered to by retail sales team
- Check to ensure adequate stock is available for customer's needs
- Ensure stock is rotated appropriately to ensure in-date stock is available and minimise waste through out-of-date stock

Legislation & Security

- To ensure secure opening and closing procedures with the Store Manager
- To assist the manager as appropriate in matters relating to managing staff ensuring compliance with employment, HACCP, Health & Safety and Consumer legislation
- To ensure potential hazards in the store are identified and reduced or where possible removed/eliminated
- Work with Store Manager to ensure Health & Safety checks are conducted and actioned accordingly

General

- To know and understand company policies and procedures and ensure they are implemented effectively by retail sales team
- To achieve targets as agreed with Store Manager
- Escalate issues to Store Manager as appropriate
- To communicate with the Store Manager on an on-going basis
- To undertake other additional duties as may be assigned by the store manager
- Retail experience required
- Ability to work on own initiative

APPLY VIA WWW.INDEED.COM



Landscaper

Potential Resources - Clonmel, County Tipperary
Full-time, Permanent
€13.50 an hour

2 landscapers required in Clonmel for a landscaping company.

Work is mostly on HSE, County Council and Pharmaceutical sites.

Experience in landscaping is essential.

Working alone and also with a team.

Work starts at the yard so paid from the base, not the site which is a great addition.

Overtime is available if wanted.

2 roles are available, 1 part time and 1 full time role.

Job Types: Full-time, Permanent

Experience:

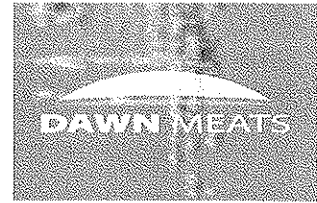
- landscaping: 2 years (Required)

Licence:

- Manual Handling (Required)
- Safe Pass (Preferred)

Driving license (Required)

APPLY VIA WWW.INDEED.COM



Despatch Operative

Dawn Meats- Waterford

Dawn Meats is one of Europe's leading beef and lamb processing companies with locations across Ireland, UK, France and continental Europe employing over 7,000 employees. We are looking for an experienced Despatch / Loading Bay Operative to join our busy production team, you will be responsible for managing orders ensuring goods are unloaded and loaded to the correct locations.

You will use forklift equipment for picking and packing orders, you will use scanning equipment to scan inbound and outbound consignments ensuring audit and traceability of goods.

The successful candidate will be based at our Carroll's Cross primary production plant and will be responsible for:

- Assisting in the overall production and dispatch of customers' orders;
- Using fork lift equipment for picking and packing orders and goods;
- Working in a chilled and ambient environment;
- Working efficiently and effectively as part of a team;
- Keeping the work area clean and tidy;
- Maintaining high levels of Health and Safety standards;
- Achieving the targets and job standards set out by the Shift Manager;
- Being adaptable and flexible in your approach to work;
- Performing any reasonable request from Shift Manager;
- Other duties involve regular repetitive light, medium and heavy lifting.

Successful candidates will have the following skills and experiences:

- Fluent English with good numeracy and literacy skills;
- Forklift skills;
- Ability to work under pressure, and to deadlines;
- Must be physically fit as the job involves lifting;
- Ability to work as part of the team;
- Good attention to detail;
- Must be flexible to work various shift patterns;

Must have own transport as shift patterns may vary.

APPLY VIA WWW.INDEED.COM



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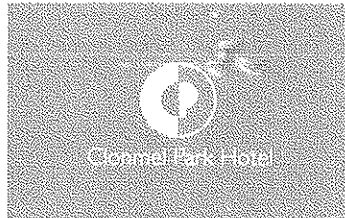
Q Job title, Skill or Company

V Location

S Sector

Search

Selected Job Advertisements

**Housekeeping Assistant**

Clonmel Park Conference, Leisure & Spa Hotel

V Clonmel

E Negotiable

C Contract | Part Time

C 01 Feb



APPLY NOW

Description Company Details

The Clonmel Park Hotel is a 4 star hotel in Tipperary. The Clonmel Park Hotel offers 99 luxuriously appointed bedrooms with all the facilities you would expect of a modern hotel. The hotel also offers fine dining in Howards Restaurant and bistro dining in our Wheat Bar. State of the art Conference and Banqueting facilities for up to 500 guests are available. The Park Leisure Centre offers a 20 meter pool, sauna, steamroom and Jacuzzi with a gym featuring the most up to date cardio vascular equipment. The Eco Spa offers the latest in beauty and wellness treatments in luxurious and tranquil surroundings. Ideally located, Clonmel can be reached by train or bus from all parts of the country.

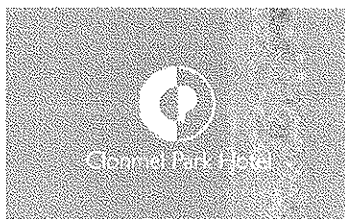
We have an exciting opportunity for an experienced Housekeeping Attendant to join our team here at Clonmel Park Hotel on a casual basis.

The ideal candidate for this position will have previous experience in a similar role, ideally in a four star hotel.

The ideal candidate will be flexible in terms of work as working hours will involve evenings and weekends.

Clonmel Park Hotel is part of the Tetrarch Hospitality Group, one of Ireland's leading Independent Hotel Management Companies, operating and asset managing over 1,600 bedrooms with close to 1,800 employees in some of the finest and best known hotels in Ireland.

We are an Equal Opportunities Employer



Clonmel Park Conference, Leisure & Spa Hotel


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 Job title, Skill or Company

 Location

 Sector

[Full Time Sales Assistant](#)

Three.ie


Full Time Sales Assistant - Waterford

Three Ireland

 3Store Waterford

 not disclosed

☐ Permanent | Full Time

 Today

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

The job in a nutshell

Sales associates at Three are motivated and personable with a real passion for customers and a desire to achieve business results. Our Sales Associates push the boundaries to deliver the best experience possible for our customers, while working with our direct and wider team to drive sales and exceed sales targets.

At Three, our values are important to us and define who we are. These values help us to develop a culture of empowerment, ownership and achievement.

Key Behaviours:

You will deliver excellent Customer service living our value "We focus on the customer"

- You will have the ability to 'read' customers to better understand interactions and to match their needs to Three's products and services
- Take ownership of customer issues, taking care of them in a patient and professional manner until resolve
- Promote customer self-service with a 'show' rather than 'do' attitude, and through the My3 app.

You will be responsible for driving sales within your store "We take responsibility"

- Sell Three's products and services to our customer in an approachable, personable manner
- Be aware of your individual and store targets, and have an understanding of what has been achieved MTD through the 3Achieve app
- Carefully listen to each customers' needs and offer appropriate options that meet or exceed their expectations
- Keep a motivated and positive attitude when closing sales, while also promoting our smaller products and services through cross-selling and upselling

You will work as part of team and live the value of "We work as one team"

- Work alongside colleagues in your team to support, motivate and encourage each other to succeed and achieve targets
- Work closely with your colleagues to ensure you have adapted the correct sales technique whilst celebrating success within your team
- Liaise with the wider business such as; customer care, the business team, and the credit approval team to provide prompt solutions to our customers

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
Introduction to Programming using HTML and CSS (10146)	54 Weeks
CompTIA A+ Core Series (11487)	26 Weeks
ComTIA Cybersecurity Analyst (CySA+) (10129)	10 Weeks
Python Programming (10130)	10 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****



etb

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

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

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
24 th Feb 2020	Care of the Older Person – BTEI	<i>Carrick-on-Suir</i>	Evenings – 10 Weeks (Mon/Wed)
8 th Apr 2020	EHA1 – Primary Certificate in Food Safety	<i>Carrick-on-Suir</i>	1 Day
20 th Apr 2020	Skills for your Future (inc. Driving Licence)	<i>Carrick-on-Suir</i>	Full Time – 7 Weeks
20 th Apr 2020	Special Needs Assisting Level 6	<i>Carrick-on-Suir</i>	Evenings – 8 Weeks
21 st Apr 2020	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	Part Time – 1 Morning Per Wk
8 th Jun 2020	Construction Groundworks Skills Operator (with Tickets)	<i>Carrick-on-Suir</i>	Full Time – 18 Weeks
6 th Jul 2020	Team Leadership (Childcare Focus) L6	<i>Carrick-on-Suir</i>	Evenings – 8 Weeks
22 nd Sept 2020	Medical Administration Support	<i>Carrick-on-Suir</i>	Full Time – 16 Weeks
25 th Feb 2020	Quality & Good Manufacturing Practice	<i>Clonmel</i>	Evenings – 12 Weeks
2 nd Mar 2020	Training Needs Identification & Design	<i>Clonmel</i>	Evenings – 14 Weeks
18 th Mar 2020	Graphic Design	<i>Clonmel</i>	Evenings – 13 Weeks
23 rd Mar 2020	Bus Driving/Mini-Bus Driving (D/D1 Licence)	<i>Clonmel</i>	Full Time – 10 Weeks
30 th Mar 2020	Graphic Design for Print & Social Media – Adobe Specialist	<i>Clonmel</i>	Full Time – 30 Weeks
21 st Sept 2020	Certified Accountancy Pathway (Traineeship)	<i>Clonmel</i>	Full Time – 52 Weeks
10 th Feb 2020	Infection Prevention & Control	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
17 th Feb 2020	Manual & Computerised Payroll & Bookkeeping	<i>Waterford Training Centre</i>	Evenings – 17 Weeks
18 th Feb 2020	Principles of Social Media within a Business	<i>Waterford Training Centre</i>	Evenings – 8 Weeks
24 th Feb 2020	Sports Recreation & Exercise Traineeship	<i>Waterford Training Centre</i>	Full Time – 50 Weeks
24 th Feb 2020	MIG Welding	<i>Waterford Training Centre</i>	Evenings (2) – 5 Weeks
24 th Feb 2020	TIG Welding	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
24 th Feb 2020	Manual Metal Arc Welding	<i>Waterford Training Centre</i>	Evenings – 5 Weeks
2 nd Mar 2020	Safety & Health at Work	<i>Waterford Training Centre</i>	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
9 th Mar 2020	Bus Driving– D Licence	Waterford Training Centre	Full Time – 13 Weeks
11 th May 2020	Essential Skills in Classic Car Restoration	Waterford Training Centre	Full Time – 20 Weeks
8 th Jun 2020	Pharmaceutical Manufacturing Traineeship	Waterford Training Centre	Full Time – 39 Weeks
22 nd Jun 2020	Cleanroom and Packaging Operations Traineeship	Waterford Training Centre	Full Time – 36 Weeks
1 st Sept 2020	ECDL Version 6	Waterford Training Centre	Evenings – 12 Weeks
7 th Sept 2020	2D CAD Level 2	Waterford Training Centre	Evenings – 10 Weeks
15 th Sept 2020	Reception and Frontline Office Skills	Waterford Training Centre	Evenings – 11 Weeks
21 st Sept 2020	Supervisory Management	Waterford Training Centre	Evenings– 10 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



Medical Administration Support

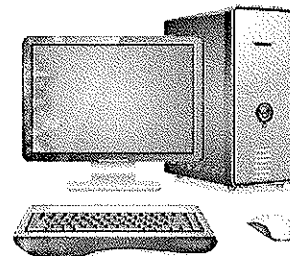
Start date: 21st Sept 2020

Duration: 16 Weeks (Full Time)

Location: Carrick-on-Suir

Modules Included:

- Reception & Frontline Office Skills-QQI L5
- Medical Terminology – QQI L5
- Word Processing – QQI L5



***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

Construction Groundworks Skills Operator (with Tickets)

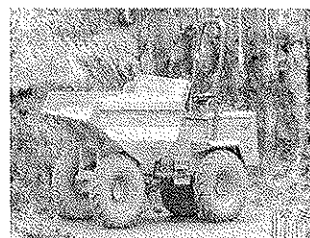
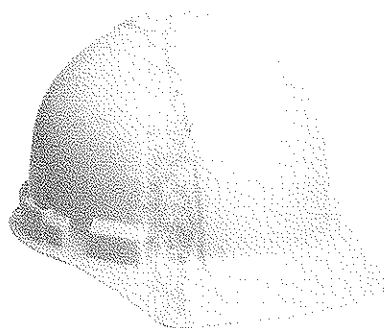
Start date: 8th June 2020

Duration: 18 Weeks (Full Time)

Location: Carrick-on-Suir

Course Content Includes:

- Concreting
- Safety & Manual Handling
- Roadworks Health & Safety
- Safe Pass
- Kerb Flag & Paviour Laying
- Site Dumper Operations
- Work Experience



***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

Skills for your Future

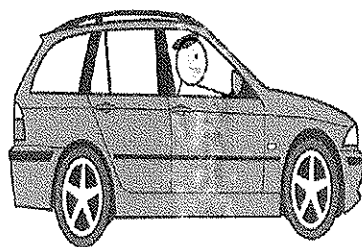
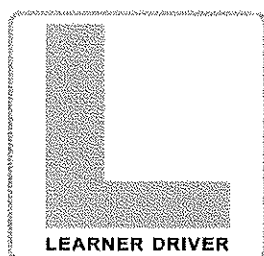
(inc. Driving Licence)

Start date: 20th April 2020
Duration: 7 Weeks (Full Time)
Location: Carrick-on-Suir

Course Content:

- Induction
- Career Planning & Job Seeking Skills
- Suite of Personal Development workshops
- Manual Handling
- Basic First Aid
- Drive a car/light van in a safe manner and in accordance with the Road Traffic Acts.
- Practical Lessons & Test

Note: Please note that all learners must be in possession of an Irish Provisional Learner Permit Class B for a minimum period of 18 weeks prior to commencement of the course.



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Tel: 051-649516

Community Employment Scheme

(CE) Vacancies

Parish Secretary CE Scheme- St Nicholas' Church

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.

Athletic Coach CE Scheme

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. 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 such as field and equipment maintenance 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.

Receptionist CE Scheme – Sean Kelly Sports Centre

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. You will be at the front desk of the Sports Centre and will be responsible for ensuring visitors feel welcome. Duties include: To take all bookings (phone, email and in person) for Sports Facilities, ensuring accurate bookkeeping and time/space management at all times. To receive payment and issue receipts for the use of sports facilities. To co-ordinate all centre users in relation to the use of the facilities. To carry out daily reconciliation and handle cash ensuring all monies are recorded accurately. To answer all enquires relating to the sports centre promptly, ensuring the highest standards in customer service at all times. To deal with all administrative duties relating to sports and recreation. To update Facebook and timetables on a regular basis. In addition, undertake such duties as may reasonably be requested that appropriate with the nature of the post. To maintain a clean a safe Reception area

Maintenance Worker CE Scheme – Camphill

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Maintenance of buildings and light carpentry, fixing small repairs and painting. Preventive maintenance on all the buildings to current standards. Maintaining and ensuring the materials are clean safe and in good working order. Ability to work with young adults with special needs Ability to give instruction to adults with special needs Maintaining Health & Safety Daily

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.

Cook & Housekeeper (Special Needs Assistant) CE Scheme

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.

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 CE Scheme - Clonea GAA

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

Maintenance Person / Grounds person CE Scheme – Mothel

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

General Maintenance CE Scheme – Portlao

Job entails general maintenance, cutting grass , painting and generally keeping area clean and tidy. There is also certain events during the year where extra vigilance in having the place kept to a high standard is important.

Grounds and Maintenance Person CE Scheme - Fiddown Tidy Towns

Duties include - Litter control, Street Sweeping, Grass cutting, Strimming, Edging, Hedge cutting, Watering Flowers and General Maintenance.

***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***