

THIS WEEKS JOB VACANCIES

19th 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 Coimise Sóisialaí
Department of Employment Affairs
and Social Protection





Job Title – Quality Controller

This is an excellent opportunity for a diligent, enthusiastic Quality Controller to join an expanding company in an established group in its site in Clonmel, Co. Tipperary.

This is a full-time role. The candidate will report to the Food Safety & Quality Manager and will work alongside an existing team to ensure that both product and process meet specification, statutory obligations and customer requirements.

Role & Responsibilities:

- Apply quality standards and audits to maintain accreditation on site.
- Ensure the Food Safety HACCP plan is adhered to at all times.
- Ensure in-house processes and procedures guarantee that product is produced to specification.
- Complete raw material checks against approved supplier specifications.
- Carry out microbiological and chemical sampling of product and environment for analysis. Ensure results are meeting set standards.
- Ensure all customer feedback and complaints are addressed.
- To assist in operator training e.g. food safety and hygiene.
- Participate in site audits and visits.

Desired skills and experience:

- Diploma / Degree in Food Science / Technology.
- Min 1-2 years working in Quality Assurance within the food industry.
- Strong communication and interpersonal skills.
- Excellent IT skills e.g. MS Office Excel, Word, Outlook, etc.
- Strong, assertive and focused in meeting standards at all times.
- Ability to identify potential problems and take action to resolve issues.
- Excellent time management, planning and organisational skills.
- Good understanding of HACCP principles, BRC V8 and retailer standards is a distinct advantage.

The successful applicant will enjoy working to deadlines, be focused, be passionate about their work and have the ability to work under pressure when needed.

Please apply in writing to:

Oakpark Foods, Clogheen Road, Cahir, Co. Tipperary (HR Department)

or email: hr@oakparkfoods.ie

Closing Date: 28/02/2020 • Salary: Negotiable

20/2/20



M&S MACHINERY JOB VACANCIES

Senior Sales Executive

- We are looking for a highly motivated experienced Sale Executive for our busy Agricultural Dealership.

Store Manager or Apprentice Stores Person

- With 2-3 years experience
- Must be proficient in a parts computerised management system and have experience in a busy stores department

Mechanic or Apprentice

- With 2-3 years experience
- Must have experience in an agricultural environment or be training for a mechanical qualification

Requirements for these positions

- Experience in Agricultural industry is ideal but not essential
- Excellent communication Skills
- Highly Motivated and ability to work on own initiative

Full training will be provided

To apply for the above position, please send your CV to paula@mandsmachinery.com or contact us on **062 62555**

Tipperary Golf Club



Invites proposals from suitably qualified persons for the position of

BAR MANAGER AND CATERING CONTRACTOR

At Tipperary Golf Club, Rathanny,
Tipperary Town, Co. Tipperary, E34 HP95

Full Terms of Reference available from
Tipperary Golf Club Hon Secretary

Applications to tipperarygolfclub@eircom.net

Closing date for applications is **Friday 28th February 2020**



RECALL SECURITY SERVICES

Have vacancies for the following:

Patrol Drivers

Basic Guarding

Door Supervisors

Candidates must have security licence

Experience not necessary as
full training will be provided

Apply with CV only to:
recall@iol.ie



Rockwell College Is Recruiting for the position of **CHEF**

Applicants must hold a suitable qualification for this role. This position will require availability during the week and weekends and the successful candidate must be able to work alone and with other chefs & catering staff.

Applicants must be available for an immediate start.

Appointments subject to NVB vetting.

This is a fixed term position.

Closing date **Friday February 28th**

Shortlisting may apply.

To apply, please send CV with the contact details of two employment references to:

recruitment@rockwellcollege.ie

Rockwell College is an Equal Opportunities Employer.



Iconic Media is Ireland's largest local media group, proudly producing breaking news and sports through our network of websites and newspapers. We are constantly developing our product portfolio, which every week reaches 2.5 million people across the country.

For talented, ambitious people with a commercial outlook, customer service experience and a willingness to deliver results, we can offer great career opportunities within our Portlaoise based business development team.

We're targeting people with natural commercial talent and the ability to build solid and successful client relationships by telephone and email. To continue driving our success we are currently looking for the following:

Business Development Team Leader

In this key role you'll lead, motivate and inspire your team to meet and exceed targets. You will have outstanding communications and negotiating abilities as well as a results oriented approach, proven ability of organising and leading a team and the capability to work under pressure and to deadlines.

Business Development Advisor

Based in Portlaoise, you will be responsible for developing new relationships with potential and existing advertisers right across the country. As part of an experienced and dedicated team you'll be fully supported to learn and understand your role and how to achieve targets.

These are excellent opportunities to develop a long-term, successful career in the publishing sector. And if you have the communication skills and tenacity to persuade customers of the immense value of advertising, it could be both highly lucrative and personally rewarding. Customer service or call-centre experience would be ideal, but above all else we are seeking ambitious relationship builders with excellent communication skills.

We offer a competitive salary and massive career progression for the right fit. To apply please email your CV with a covering letter to Olivia Cooper at ocooper@iconicnewspapers.ie

Strictly No Agencies

MIDLAND TRIBUNE DERRY POST Express Leinster Leader Offaly The Nationalist
DONEGAL LIVE Donegal Democrat Leitrim Observer Tipperary Longford Leader
LIMERICK LEADER Kildarepost Tipperary Star InishTimes DERRY NEWS
Derry Now Kilkenny People Democrat Tullamore Tribune People's Press

MECHANIC REQUIRED

Full or Part Time
Garage in Tipperary Town Area
BOX NO: 328 (c/o The Nationalist, Queen Street,
Clonmel, Co. Tipperary)

SAFE PASS COURSE

TO BE HELD IN CLONMEL ON
FRIDAY 21st FEBRUARY AND
SATURDAY 29th FEBRUARY

TO BOOK TELEPHONE
052 6123111 OR 086 8121590
OR EMAIL peter@semiton.com

OFFICE PERSON

required for small business in Tipperary Town area.

2/3 Days Per week

Knowledge Of Quickbooks an advantage but not essential.
Training will be provided

BOX NO: 327 (c/o The Nationalist, Queen Street,
Clonmel, Co. Tipperary)

Munster Express

18/2/20



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

PANELS FOR:

Tramore House Regional Design Office

EXECUTIVE ENGINEER

&

ASSISTANT ENGINEER

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for the above panels.

Application Forms and Briefing Documents for the above are available to be downloaded from Waterford City & County Council's website www.waterfordcouncil.ie

Completed application forms must be emailed to externalrecruitment@waterfordcouncil.ie clearly stating the position applied for in the subject line, no later than **4p.m. on Friday, 6th March, 2020**. Hard Copies will not be accepted.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application will not be accepted after the closing date.

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address.

WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

ROGERS DENTAL

Dental nurse required for part-time position, to include some Saturdays, for busy practice in New Ross.

Experience preferable but not essential. Good communication and computer skills necessary. Apply with CV to: info@rogersdental.ie

Waterford
News+star
18/2/20



wwetb

Bord Oideachais agus Oiliúna
Phoirt Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Applications are invited from suitably qualified persons for the following positions:

ADULT EDUCATOR

with initial assignment to the Adult Literacy Programme

Initial Location: To Be Decided

Permanent Contract

ADULT LITERACY ORGANISER

Initial Location: To Be Decided

Permanent Contract

All appointments are to Waterford and Wexford ETB Scheme.

Salary, Qualifications and Conditions of Service in accordance with the relevant regulations of the Department of Education and Skills.

Full details of the above positions, including application details are available on our website www.waterfordwexford.etb.ie/vacancies. Closing date for receipt of completed forms is Wednesday 4 March 2020 at 4:00pm.

Shortlisting may apply.

Canvassing by or on behalf of the candidate will automatically disqualify.

Waterford and Wexford ETB is an equal opportunities employer.



Presentation Play School Ltd.

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

Opening Hours: 9.00am - 1.00pm

CURRENTLY LOOKING FOR

Relief Childcare Assistant

**MINIMUM LEVEL 5 QUALIFICATION
IN CHILDCARE REQUIRED**

Apply with Curriculum Vitae to:

Suzanne Rea

Presentation Playschool Ltd.,

Slievekeale Road, Waterford.

Tel. 087-6204077

Closing date for applications:

Friday 28th February

Slievekeale Road, Waterford



DPL GROUP LTD.

Builders Providers & DIY Supplies

**Urgently needed Waterford
Full-time, Permanent**

DPL/Bathroom world is Ireland's largest bathroom supplier, we retail bathrooms through our 10 retail showrooms nationwide

Are you organised, personable and looking for the next challenge in your career?

If so DPL/Bathroom world are recruiting for a

**Bathroom Showroom
Sales Advisor**

for their showroom in Keane's Road Waterford

Responsibilities:

- Meet and greet potential customers with the endeavour of selling and up-selling across all DPL/Bathroom world products.
- Assist customers with queries on all products and handle in a professional manner.
- Maintaining Showroom displays insuring showroom is clean and tidy.
- Represent DPL/Bathroom world in a positive and professional manner by taking pride in appearance and showroom.
- Work on own initiative and as part of a team to achieve individual and showroom KPI'S and targets.
- Report any issues - inventory or customer related to management in a timely manner.
- Prepare quotes for customers and update using company database.

Requirements:

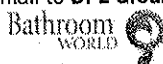
- Experience in showroom sales and customer service.
- Knowledge of bathroom ware would be an advantage.
- Punctual, organised, personable and results driven.
- Ability to prioritize and meet deadlines in a fast-paced showroom environment.

Job Types: **Full-time, Permanent**; Salary: **Neg**;

Experience:

- Sales: 1 year (Required)
- Customer Service: 1 year (Required)
- Showroom: 1 year (Preferred)

To apply for this position send your C.V and cover letter to alan.gray@dpl.ie or by mail to **DPL Group, Keane's Road, Waterford.**



Waterford News + Star 18/2/20



**MEMBERSHIP
SALES MANAGER**

The Sales and Membership Manager will oversee sales initiatives and manage all membership accounts at the Kingfisher Club. The Sales and Membership Manager must be able to multi-task in a fast-paced environment, meet strict deadlines, be able to work in an office setting, communicate effectively with management and provide superior customer services to our members & prospects.

Job Requirements:

- Diploma or Degree from accredited college/ university or relevant professional experience
- Outstanding customer service skills
- A very friendly and outgoing personality
- Passion for fitness. Enjoys working out.
- Minimum 2-3 years of relevant sales experience
- Previous experience with account management and sales; Membership sales at a health club is considered an asset but not a requirement
- Attention to detail and accuracy of work
- Proficient in Excel
- Must be available to work some evenings & weekends

Please forward CV to

info@kingfisherclub.com

for more info visit www.kingfisherclub.com/jobs

DUNGARVAN LEADER, FRIDAY, FEBRUARY 21, 2020



MECHANICAL VENTILATION SPECIALISTS

Due to further expansion AerHaus Ventilation, a Waterford based ventilation equipment distributor are looking to recruit a

JUNIOR MECHANICAL ENGINEER

THE ROLE:

- Assessment of project requirements, design and pricing of residential mechanical ventilation systems for large scale housing and one-off ventilation projects
- Administration of project commissioning and ancillary certification
- Technical account support

THE PERSON:

- 3rd level qualification (Building Services, Mechanical Engineering, etc.)
- CAD/ BIM experience or qualification.
- Interest in renewable energies
- Familiar with MS Office suite
- Administration of Experience in a mechanical/electrical contracting environment desirable
- A proactive approach to solving problems with an ability to adapt to changing scenarios
- Excellent communication skills
- You must be energetic, enthusiastic and take pride in your work

Full training will be provided. Position is full time, 39 hrs p/week. Competitive salary offered.

Interested candidates should email CV and cover letter to info@aerhaus.com by Friday 28th February.

SITUATIONS VACANT

PART TIME QUALIFIED HAIRDRESSER — Required for busy East Cork Hair Salon. Must be confident in all aspects of hairdressing. 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)

AerHaus

MECHANICAL VENTILATION SPECIALISTS

Due to further expansion AerHaus Ventilation, a Waterford based ventilation equipment distributor are looking to recruit a

Junior Mechanical Engineer

The Role:

- Assessment of project requirements, design and pricing of residential mechanical ventilation systems for large scale housing and one-off ventilation projects
- Administration of project commissioning and ancillary certification
- Technical account support

The Person

- 3rd level qualification (Building Services, Mechanical Engineering, etc.)
- CAD/ BIM experience or qualification.
- Interest in renewable energies
- Familiar with MS Office suite
- Administration of Experience in a mechanical/electrical contracting environment desirable
- A proactive approach to solving problems with an ability to adapt to changing scenarios
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Full training will be provided. Position is full-time, 39 hours p/week. Competitive salary offered.

Interested candidates should email CV and cover letter to info@aerhaus.com by Friday, 28th February.

McCarthy's Filling Station

AGLISH

- Require -

Experienced Part-time Deli Assistant

Must have food handling course completed
email CV to: thehungrynut22@gmail.com
by Monday, 24th February, 2020

Part-time Medical Secretary DUNGARVAN

We are recruiting a Medical Secretary to work for our Medical Centre based in Dungarvan town centre.

This person will be required to work 3/4 days per week in a busy Medical Centre.

Duties will involve:

Answering phone calls, Dealing with patients, Booking appointments, Filing, Posting data electronically, Scheduling hospital bookings. Support team fully, Front desk activity, Assisting with patient queries. Updating system with necessary information, Scanning and assisting with prescriptions.

Requirements:

Ideally a minimum of 2 years previous experience in same or similar role would be an advantage. Strong admin skills, attention to detail and organisational skills are required. Ability to communicate clearly and concisely orally and written is vital. Demonstrate ability to multitask, prioritise a full workload, the ability to work in a fast-paced environment is essential. Candidate must have adequate experience with Microsoft Word and Outlook.

Please forward CV to:
Box No. 7093

(28-2)



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

PANELS FOR:

Tramore House Regional Design Office EXECUTIVE ENGINEER & ASSISTANT ENGINEER

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for the above panels.

Application Forms and Briefing Documents for the above are available to be downloaded from Waterford City & County Council's website www.waterfordcouncil.ie

Completed application forms must be emailed to externalrecruitment@waterfordcouncil.ie clearly stating the position applied for in the subject line, no later than 4p.m. on Friday, 6th March, 2020. Hard Copies will not be accepted.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application will not be accepted after the closing date.

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WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Kilkenny
People
21/2/20



Iconic Media is Ireland's largest local media group, proudly producing breaking news and sports through our network of websites and newspapers. We are constantly developing our product portfolio, which every week reaches 2.5 million people across the country.

For talented, ambitious people with a commercial outlook, customer service experience and a willingness to deliver results, we can offer great career opportunities within our Portlaoise based business development team.

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Business Development Advisor

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We offer a competitive salary and massive career progression for the right fit. To apply please email your CV with a covering letter to Olivia Cooper at ocooper@iconicnewspapers.ie

Strictly No Agencies



81 KILKENNY PEOPLE



Gittens Murray Architects.

Architects . Interior Designers & Project Managers

No.5,
William St
Kilkenny.

Tel: +353 56 7753933
Email: martin@gmarch.net
Web: www.gmarch.net

GITTENS MURRAY ARCHITECTS LTD ARE RECRUITING

GMA are seeking to recruit motivated quality candidates to expand our team.

- To work on a variety of exciting nationwide Residential, Commercial, Healthcare & Retail projects.
- Proficiency in AutoCAD and good working knowledge of Planning, Building, Fire and Disability Regs.
- Proven Job running skills and site experience is essential.
- Candidates must enjoy working in a team environment.
- Senior Architectural Technician Minimum of 8 years Experience.
- Junior Architectural Technician Minimum of 3 years Experience.

GITTENS MURRAY ARCHITECTS LTD.

- GMA is a dynamic and progressive Professionally R.I.A.I. Registered Architectural Practice
- With an established reputation for providing high quality design energy efficient projects
- On time, within budget and focused on to our clients needs.

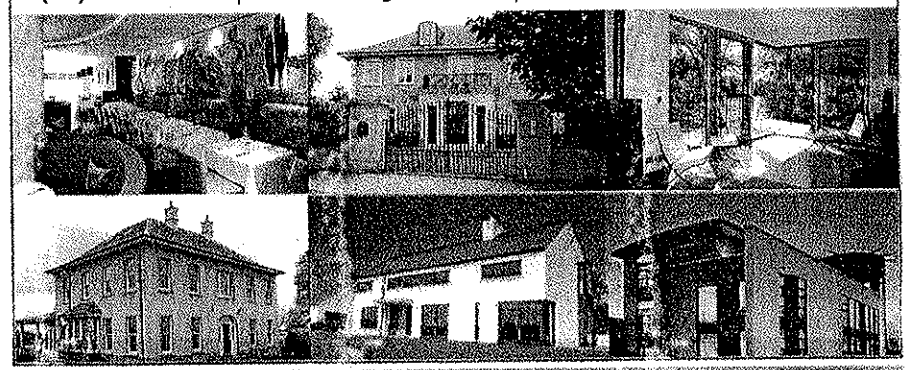
GITTENS MURRAY ARCHITECTS LTD.

- GMA Offer all successful Candidates opportunity to develop both technical and professional skills,
- Excellent remuneration and an opportunity to progress in a professional environment.

Please Forward Curriculum Vitae and Cover letter to Martin Gittens or Clare Murray to:

GITTENS MURRAY ARCHITECTS LTD.,
5 William Street, Kilkenny

(Tel) 056 7753933 | E-Mail: info@gmarch.net | WEB: www.gmarch.net



Kilkenny People

21/2/20



KILKENNY COUNTY COUNCIL

COMHAIRLE CHONTAE CHILL CHAINNIGH

A vacancy exists for: **Retained [Part-time] Firefighter in Kilkenny City Fire Station**

Reference No: 2020/FS/O/PT/03

Only applicants residing and working within a reasonable distance of the Fire Station being applied for will be considered.

Application Forms together with particulars of office are available on www.kilkennycoco.ie and also from the Customer Service Desk, Kilkenny County Council, County Hall, John Street, Kilkenny or by e-mail [hr@kilkennycoco.ie].

The closing date for receipt of completed application forms is 12.00 noon on **Friday 6th March 2020**. For further information see www.kilkennycoco.ie.

*Kilkenny County Council is an
equal opportunities employer.*



SPORTS DEVELOPMENT OFFICER

Post Reference: KRSP SDO 1

Kilkenny Recreation & Sports Partnership wishes to recruit a Sports Development Officer (SDO) on a fixed term, one year contract to be based in Kilkenny city.

Job description and person specification can be downloaded from our website at www.krsp.ie or is available from info@krsp.ie or by calling 056 7794991.

Please send 4 copies each of your statement of suitability and CV by 3pm Friday 6th March 2020 to:

Ref: KRSP SDO 1, Nicola Keeshan, Sports Co-ordinator, KRSP, Johns Green House, Johns Green, Kilkenny.

All applications must specify which post(s) being applied for by quoting the reference above. Shortlisting of candidates may apply based on the information supplied at application. Canvassing will disqualify.

Interviews will take place in Kilkenny City in March 2020. Informal enquires to Nicola Keeshan up to 28th February 2020 at 056 7794993

This post is subject to completion the Garda Vetting process satisfactory to the Sports Partnership's requirements.

KRSP is an Equal Opportunities Employer

This post is subject to Healthy Ireland funding through the Local Community Development Committee and Dormant Accounts Funding through Sport Ireland.



Department of Culture, Heritage and the Gaeltacht



Pobal



An Roinn Sláinte



SPORT IRELAND

Kilkenny People 21/2/20



KILKENNY COUNTY COUNCIL

COMHAIRLE CHONTAE CHILL CHAINNIGH

Applications are invited from suitably qualified persons
for the following post of.

EXECUTIVE PLANNER

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 Friday 6th March 2020

Application Forms together with particulars of office
are available on www.kilkennycoco.ie and also from
the Customer Service Desk, Kilkenny County Council,
County Hall, John Street, Kilkenny or by e-mail
[\[hr@kilkennycoco.ie\]](mailto: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**



BROOKHAVEN

Nursing Home

We now have a vacancy for the following position

Activities Co-Ordinator

We are seeking an enthusiastic, creative individual for
the role of Activities Co-Ordinator in
Brookhaven Nursing Home.

Candidates should ideally possess relevant experience of
working in a Care Environment and with the Elderly. The
role of the Activity Co-Ordinator is to implement a full
Activities programme which supports each Resident to
continue with their interests and hobbies whilst
maintaining their independence.

CV's to: Bernadette Brennan, Director of Care,
Brookhaven Nursing Home, Ballyragget, Co Kilkenny
Or email to: info@brookhaven.ie

FULL-TIME

Accounts Manager

Required for a Private Nursing Home in Kilkenny.

Must have previous experience in, Computerised Accounts, Payroll, Administration & Reception duties.

Duties include: -

- Accounts processing, knowledge of Sage 50 Accounts desirable.
- Payroll processing, knowledge of Sage Payroll desirable.
- Administration
- Reception & Telephony

Other duties as required.

Subject to Garda Vetting and two recent written references required.

Remuneration dependent on experience.

Please send your CV and Cover Letter to
anne@tinnypark.com
Closing Date Friday 28th February 2020



SPORTS INCLUSION DEVELOPMENT OFFICER

Post Reference: KRSP SIDO 2

Kilkenny Recreation & Sports Partnership wishes to recruit a Sports Inclusion Development Officer (SIDO) on a specified purpose two year contract to be based in Kilkenny city.

Job description and person specification can be downloaded from our website at www.krsp.ie or is available from info@krsp.ie or by calling 056 7794991.

Please send 4 copies each of your statement of suitability and CV by 3pm Friday 6th March 2020 to:

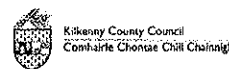
Ref: KRSP SIDO 2, Nicola Keeshan, Sports Co-ordinator, KRSP, John's Green House, John's Green, Kilkenny.

All applications must specify which post(s) being applied for by quoting the reference above. Shortlisting of candidates may apply based on the information supplied at application. Canvassing will disqualify.

Interviews will take place in Kilkenny City in March 2020. Informal enquires to Nicola Keeshan up to 28th February 2020 at 056 7794993

This post is subject to completion the Garda Vetting process satisfactory to the Sports Partnership's requirements. KRSP is an Equal Opportunities Employer

Funding for the position of SIDO has been secured through Sport Ireland and Kilkenny County Council.



Care assistance wanted

for Vision impaired mother to help with everyday life, in the Callan area.

Applicant must be eligible for carers allowance. Driving would be an advantage.

Phone: 0872862376

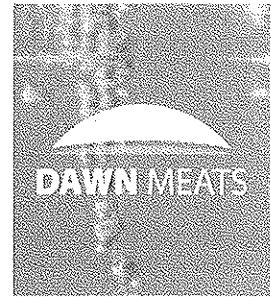
Twinkles Creche & Montessori
are looking for a part-time

KITCHEN PERSON

15 hours a week (11.00am to 1.00pm, remaining hours negotiable). Immediate start available.

The ideal candidate should have HACCP and a knowledge of allergies.

Please email or call **Rebecca on 083 1144798**
twinkleskilkenny@gmail.com



General Operative

Dawn Meats - Waterford

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

We currently have opportunities for general operatives in our evening cleaning department to join our hygiene team in Grannagh, Waterford. Successful Candidates will be responsible for factory cleaning at the end of production each day. We are seeking both reliable and hard working full-time Hygiene Operatives who are flexible in availability. The Hygiene Operatives will be required to carry out normal washing duties within our plant.

Skills Required:

- Ability to work as part of a team and on their own initiative to ensure that their area of responsibility is to the cleaning standards expected;
- A proven track record in a similar cleaning role desirable;
- Flexibility;
- Ability to follow direction and adhere to strict cleaning schedules;
- Basic English desirable;
- Available to work evening shift 16:30pm to 01:00am.

APPLY VIA WWW.INDEED.COM



Cleaning Operative

Apleona HSG Ltd - Clonmel, County Tipperary
Full-time, Permanent

Overall Purpose of the Job

Responsible for the general cleaning of the premises in accordance specification, under the direction of the cleaning supervisor. Ensuring all cleaning equipment and materials are handled and used in the correct way in accordance with the COSHH data sheet and under BIC specification

Main duties and responsibilities

- Vacuum carpeted areas of the building where needed
- Mop and buff vinyl and /or hard floor areas of the building where needed
- Clean toilet areas of the building
- Polish glass and brass work in the building where needed
- Collect and remove rubbish and waste material to authorised disposal points
- Take responsibility for the safe use of all cleaning materials and equipment used in the course of your duties
- To work in a safe manner for the benefit of oneself and other occupants of the building
- Display appropriate signage to ensure that occupants of the building are aware on any circumstances that may affect their health and safety whilst cleaning operations are taking place
- Report defects, deficiencies or health and safety related issues to the supervisor with minimum delay
- Remain security conscious and report any suspicious incidents or observations to the supervisor with minimum delay
- Undertake job related training as and when required
- Undertake any other duties commensurate with the level of the post as may be reasonably required
- Be able to work as part of a cleaning team
- Be able to provide excellent customer service skills, partnership approach, facilities expert, professional demeanour, effective solutions
- Show commitment to excellence, assume responsibility
- Have an entrepreneurial attitude
- Act responsibly to the natural environment and society,
- Promote Health and Safety ♣ Deal responsibly with capital, develop Apleona strategically and operationally, full and open communication, transparent reporting
- Be a team player, honest, loyal, genuine
- Be an Apleona ambassador

The successful candidate must also hold:

- Excellent interpersonal and communication skills
- Understand safe working practices and health and safety legislation
- Ability to work on his/her own
- Well-organised and capable of prioritising own work
- Flexible, Honest and reliable

Qualifications and Experience

- Good Work Record
- Previous experience as working as a cleaner is desirable
- Experience in the use of cleaning equipment is desirable
- Basic health and safety knowledge
- Flexible approach to working as part of a team.

APPLY VIA WWW.INDEED.COM



Forklift Driver

Piltown, County Kilkenny

Hartley People are recruiting for a Forklift Driver for our Client based in Piltown. This is a fulltime permanent position.

It is essential that the suitable candidate has the following

- A valid Counterbalance/Reach and PPT license
- At least two years experience as a Warehouse Operative
- Ability to work shift pattern including nights and weekends.
- A Great Team Player

For immediate consideration please email your CV to deirdreenright@hartleypeople.com or apply to this job posting.

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

Qualified Plumber/RGII Heating Engineer

Hi-Line is hiring!

At Hi-Line Energy Solutions we are expanding our team and looking for a full time Plumber/RGII Heating Engineer based in South Kilkenny with immediate start

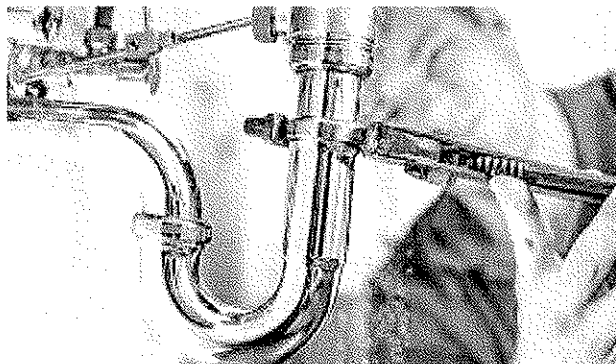
You will be working for an exciting and growing company with products that are ahead of the game. The role involves some travel which includes a fully maintained company vehicle.

Opportunity to work on Commercial/Industrial Oil, Gas and Biomass heating systems with training provided for the right candidate.

Want to know more?

Email matthew.hiline@gmail.com

or call 086 3808066





Sales Assistant

Carrick-on-Suir, County Tipperary
Part-time

Texaco SPAR Service Station, Carrick-on-Suir, is 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 Sales Assistant in our store. This is a Part-Time role and successful applicants must be fully flexible to work hours to meet the store requirements.

OBJECTIVE

To delight customers by exceeding their expectations on every visit.

CUSTOMER CARE

- To serve customers in a friendly and efficient manner providing an exceptional standard of customer care
- To communicate with the customers in an effective and welcoming manner

OPERATIONAL & STORE PRESENTATION

- To accurately compute sales prices, total purchases and receive & process appropriate payment from the customers in line with cash register and/or cash handling policy
- Assist customers in bagging purchases
- Maintain knowledge of current in store sales and promotions
- Answer customer queries with regard to the store and its merchandise
- To deal with customer complaints in a professional and pleasant way and refer to the Store Manager where appropriate
- Open and close cash registers performing tasks such as counting money, balancing cash drawers and making deposits in line with cash handling policy
- Clean shelves & counters and sweep floors internally and externally ensuring store is tidy and free from clutter at all times
- Clean all areas of the store (including staff facilities) as directed by Assistant Store Manager/Store Manager
- Maintain a clean and well organised back store area
- To receive and check stock in line with company guidelines
- Ensure stock is packed in line with company merchandising guidelines
- Update shelf edged labels as instructed by the Assistant Store Manager
- To rotate stock appropriately minimising waste
- To be vigilant at all times to prevent stock loss and waste
- To conduct stock takes as instructed by Assistant Store Manager/Store Manager
- To take care for your health & safety and that of your colleagues and customers and take action to reduce risks and hazards

FOOD SERVICE

- Preparation of food for subsequent resale in line with HACCP regulations
- Check temperatures around the store ensuring they are compliant with HACCP regulations

GENERAL

- Any other duties that may be assigned to you by the Assistant Store Manager/Store Manager
- Excellent interpersonal and communication skills
- Excellent communication skills
- Numerical abilities
- The ability to work as part of a team
- The ability to use initiative
- Sound judgement with the ability to make decisions
- Self-motivated / Good attention to detail

APPLY VIA WWW.INDEED.COM

Receptionist/Administration Assistant

GROW HQ - Waterford

Job Summary

Reporting to: Management Team

Role Type: Part Time 6 month Contract (20 hours per week, including weekends)

About GIY & GROW HQ

GIY is a social enterprise founded in Waterford in 2009. Our mission is to help create a healthier, happier and more sustainable world by inspiring and supporting people to grow food at home, school, work and in the community. We work with some of the world's leading brands including innocent, Energia and Cully & Sully on award-winning food-growing awareness campaigns.

In 2016 we opened GROW HQ, the home of the GIY movement at Ardkeen in Waterford. It includes a 65 seat café, shop, grow school, cookery school and food garden. GROW HQ is an award winning establishment which sees over 1500 customers through the door on a weekly basis.

Role Summary

At this exciting stage in our development, we are looking for a retail and reception assistant to join our team. The assistant's key focus will be supporting the team at GROW HQ to deliver impeccable customer service; in line with our vision and values. The successful candidate will work within the retail space and reception desk at GROW HQ- managing shop deliveries, merchandising and monitoring stock levels, whilst providing a point of contact for customers via phone, email and face to face. Working as a member of a small, dynamic team in an award-winning social enterprise, they should possess strong creative and multi-tasking skills as well as excellent organisational and communication skills. Full training will be provided- which will include tours and updates on the gardens.

Key Responsibilities

Provide a positive point of contact for callers to GROW HQ reception and those that are contacting by phone and email.

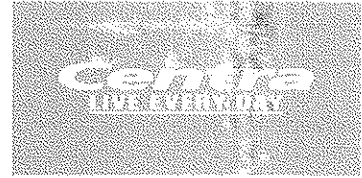
- Customer service and till management.
- Pack and dispatch online shop orders.
- Update and use Shopify for retail functions (stock monitoring, order fulfilment, reporting)
- Responding to customer enquiries, taking and making note of bookings for courses or café and passing on messages to the relevant staff in a timely manner.
- Admin support for various in-house documents (printing, formatting etc)
- Pricing, unpacking and storing stock deliveries
- Merchandising & general upkeep of retail area
- All applications will be treated in strictest confidence. A small number of shortlisted candidates will be invited to present to the interview panel.

Required Education, Skills and Qualifications

We are looking for an exceptional, experienced and qualified individual who shares GIY's culture, vision and values. The ideal candidate would have the following qualifications and experience:

- 2 year minimum experience in a similar retail or customer service role
- High level of computer literacy (Microsoft & Apple)
- A positive, energetic, resourceful, self motivated person who has the maturity, confidence and enthusiasm to succeed in a busy environment and as part of a dynamic team.
- Has a passion for healthy, seasonal, local and home-grown food and understands how food-growing can change the way we think about food, nutrition and health.
- Team player who values integrity and respect.

APPLY VIA WWW.INDEED.COM



Deli Assistant - Piltown, Kilkenny

Main purpose of the role:

Responsible for the preparation of high quality hot and cold deli products and for ensuring customer satisfaction is the number one priority.

The ideal candidate will have/be:

- HACCP training is desirable but not necessary
- Excellent communication skills
- Previous customer service experience is an advantage
- The ability to work as part of a team in a fast-paced environment, ability to multi task under pressure
- A passion for food and the ability to inspire shoppers.

Main duties:

- Actively live Centra brand-values i.e. Proud, Energetic, Imaginative and Community-Based
- Prepare customer orders across all fresh food areas i.e. make sandwiches and rolls, dish up hot food and slice meats using the store's portion control measures
- Cook, prepare and display the foods sold throughout the day
- Ensure that the counter displays across all fresh food departments are to the highest standards at all times throughout the day
- Demonstrate your passion for quality food by sharing knowledge, recipes and personal recommendations with customers

Deal with all customer queries efficiently, professionally and in line with store policy.

APPLY VIA WWW.INDEED.COM

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Facilities Assistant

Aramark

Waterford, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

16 Feb

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

OUR MISSION

At Aramark, our mission is to enrich and nourish lives. Every day, we deliver an impact wherever people work, learn, recover and play. And we need talented, energetic, passionate people to help us do it.

YOUR ROLE

Aramark Workplace Solutions (AWS) are currently recruiting for an Facilities Assistant based in our Primary Care Centre in the South of Ireland (Waterford). This is a full-time permanent position reporting to the Regional Facilities Manager (South).

YOUR RESPONSIBILITIES

You will:

- Be responsible for daily rounds and reading of all M&E systems to ensure operations
- Be responsible for daily inspection of PCC rooms to ensure ready for working day, reporting any issues appropriately
- Carry out weekly stationary requirements and place order & check when received
- Look after key boxes and issue keys (signing out) when necessary
- Set up for meetings and rearrange afterwards
- Support office relocations moves and office re-layouts
- Support PPM activities, Energy, Wastes and Cleaning checks across the site
- Ad-hoc tasks as requested by the FM Coordinator or Regional Facilities Manager
- Provide cover to the mailroom as required including receiving and sorting mail, distributing incoming and internal mail
- Responsible for the overall function of the Facilities Assistant Role within the centre

P.T.O. ⇒

<https://www.jobs.ie/ApplyForJob.aspx?Id=1875670>

18/02/2020

- Supervise and co-ordinate third party contractors attending site and inspect works after
- Maintain visitors/contractors log and report any incidents
- Carry out emergency procedures in the event of a fire, flood, break in, or accident etc.
- Liaise with client and stakeholder to optimise quality of service
- Comply with relevant Health & Safety requirements and be familiar with and ensure that fire, health and safety regulations are adhered to in all parts of the building and car park by inspecting, checking signage and advising on defects
- Ensure the fabric and finish of the overall site is properly maintained and in good condition
- Inspect all common areas for any leaks etc and arrange for remedial repairs
- First responder with regards Realtime FM and reactive tasks within the centre

REQUIREMENTS

You have:

- 2 years' experience in a similar facilities role
- Excellent communication, interpersonal and organisation skills
- PC literate basic understanding of PC use, email, system information, documents updating
- The ability to communicate effectively, both over the telephone and face to face is essential
- Planning and organisational skills are also required as the role requires balancing many different duties and being able to prioritise
- Ability to accurately complete tasks assignments & responsibilities in timely manner
- Experience of working within a fast-paced office environment
- Dependable and flexible, able to work independently as well as part of a team
- Educated to Leaving Certificate Level
- Knowledge of MS office packages, Word, Excel, PowerPoint
- Experience of working within an office/healthcare environment
- A basic understanding of good health & safety practices
- Experience of using basic mailroom equipment and dealing with international online courier systems

WHO WE ARE

Aramark operates services on behalf of clients across the EMEA region and works in partnership with some of the world's best-known brands. Our services include food services, property and facility management, and retail. We are part of a global organisation with more than 270,000 employees and an annual turnover in excess of \$14bn.

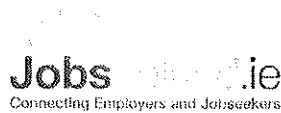
All applications will be treated in the strictest confidence.

Aramark Northern Europe is an equal opportunities employer.

WE DREAM. WE DO.

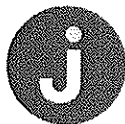
Skills:

Facilities Management, administrative skills, Pc Literate

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General Operatives Hide Yard – Waterford PAID

POSITION



HARTLEY PEOPLE LIMITED

Ref: #JOB-2138279

We are currently recruiting for Hide Yard General Operatives for our client based in Waterford.

The Role:

Dressing hides with knives

Grading hides

Preserving hides with salt

Palleting hides

Quality control

The ideal candidates will have:

Must be physically fit as work can be physically demanding

Motivated

Previous Meat and/or Hide and Skin experience beneficial

Flexibility and be available to work overtime as required

Ability to juggle tasks and prioritise

Have good time keeping and time management skills

Have good attention to detail

Great Team Player

Terms

€10.10 p/h plus bonus structure after 6 months.

40 – 45 hours per week

For immediate consideration please email your CV to sarah@hartleypeople.com or apply to this job posting.

Career Level

Not Required

Candidate Requirements

Overview

Location:
Waterford, County Waterford
Ireland

Job Title:
General Operatives
Hide Yard – Waterford

Hours:
40 h / week

No of Positions:
1

Rate:
10.10 Euro Hourly

Phone Contact:
051878813

Email Contact:
sarah@hartleypeople.com

ABOUT THIS COMPANY



Company
HARTLEY PEOPLE LIMITED



General Operative – Weekend – Piltown

We are currently recruiting for a Weekend General Operative for our client based in Piltown.

Hours of Work

Friday 5pm – 5am

Saturday 5pm – 5am

Sunday 5pm – 5am

€10.10 p/h

Shift allowance applicable

The ideal candidates will have

- Experience working in a factory environment or as a General Operative
- Ability to work as a part of a team.

For immediate consideration please email your CV to deirdreenright@hartleypeople.com or apply to this job posting.

Hartley People Recruitment work to the highest ethical standards within our industry and we value the trust that you place in us when you send your CV. If you meet the criteria for this position, we will provide a full consultation in confidence and we guarantee that your CV will not be sent to any of our clients without your consent

APPLY VIA WWW.INDEED.COM

Fully Flexible Sales Team Member

Life Style Sports Clonmel - Clonmel, County Tipperary
Part-time, Contract

candidate must be fully flexible and available to work midweek and weekends.

Sales Team Member

Job Description

Life Style Sports are Ireland's leaders in sports performance and sports style footwear and apparel. This job description outlines the role and responsibilities of a Life Style Sports sales team member.

Role Summary:

Deliver superior customer service through adhering to customer service Best Standard Practices (BSPs) and demonstrate exceptional product knowledge to drive sales, increase store conversion rates and offer add on sales to increase average basket size transactions.

Work with store teams to implement and maintain visual merchandising standards, prevent stock loss and any additional duties as communicated by Life Style Sports management teams.

All our team members must demonstrate a flexible approach to work.

Key Requirements:

We are an ambitious, passionate and engaging brand. We believe our teams must demonstrate the following qualities to meet our brand values and be a part of our credible team.

Brand Values

Social

Inspirational

Fearless

Behavioural Competencies:

- Display a passion for retail, sports, customer service and our brand
- Strong interpersonal and communication skills both oral and written and displays professionalism and confidence when communicating to all stakeholders
- Ability to work as part of a team and on own initiative

Desired Criteria:

- 1-2 Years' experience in a sports or a fashion retail environment
- Actively participates in sport

Role Responsibilities:

In conjunction with Company Best Standard Practices (BSPs) and Policies and Procedures, team members are responsible for the following tasks.

Super Service & Commerciality

- Committed to delivering excellent customer service demonstrating a nothing is too much trouble attitude
- Display an enthusiastic, confident & dynamic attitude in work and towards customers
- Read, understand and action the Company Sales Priorities for the week
- Adhere to Super Seven Points
- Drive & meet daily individual targets
- Sales, Gift Card, Boot Customisation, Jersey Sales
- Use selling techniques to encourage add on sales and upselling on products
- Communicate all Company and in-store sale promotions to customers to increase conversion rates
- Always advise or bring the customer to the fitting room offering them additional products to try on

Product Knowledge

- Achieve & maintain 100% in Nike SKU and communicate technical knowledge to the customer to explain features and benefits of products
- Read and understand Tech Sheets in the store Product knowledge folder and on the Company's eLearning tools
- Attend and actively participate in supplier training events when scheduled

Cash Desk

- Greet the customer with a smile, delivering a quick and efficient service to customers
- Use the stock locator or additional Company tools to meet with Customers requirements
- Advise customers of additional promotions in-store and the option to purchase a gift card

- Scan all the items removing the security tags, checking the correct sizes of the product before processing the sale transaction and placing the goods neatly in a Life Style Sports shopping bag
- Thank the customer for shopping with Life Style Sports and provide them with their receipt

Visual Merchandising (VM)

- Adhere to VM Principles Guide
- Assist store management in implementing VM Store Communications
- Ensure all products are hung correctly,
- Ensure all products are ticketed with the relevant Point of Sale (POS)
- Ensure full size availability is available on the shop floor, with all products sized from small to large.

Houses Keeping

- Attend to general housekeeping at the beginning, during and end of each shift
- Ensure the salesfloor is free from debris and potential safety hazards
- Ensure all fixtures mirrors, shoe tiers and displays are kept clean and free from dust.
- Processing deliveries as per company as per company guidelines
- Complete housekeeping checks on fitting rooms
- Action Salesfloor Recovery

Minimising Stock Loss & Health & Safety

- Be vigilant and attentive towards the protection of the business assets
- Report any suspicious behaviour to a member of the management team

APPLY VIA WWW.INDEED.COM



etb
 Training Opportunities
 Carrick-on-Suir, Clonmel & Waterford
 Waterford Training Centre

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
11 th May 2020	Professional HGV Training Programme (Traineeship)	Waterford Training Centre	Full Time – 29 Weeks
8 th Jun 2020	Pharmaceutical Manufacturing Traineeship	Waterford Training Centre	Full Time – 39 Weeks
8 th Jun 2020	Construction Ground Work Skills	Waterford Training Centre	Full Time – 10 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: eastwaterford.les@wlp.ie



Skills for your Future

(inc. Driving Licence)

Start date: 20th April 2020

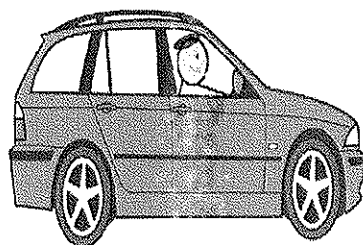
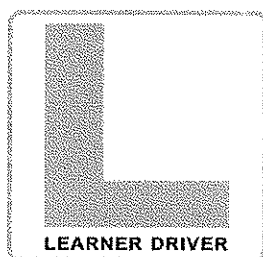
Duration: 7 Weeks (Full Time)

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.



***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 ***

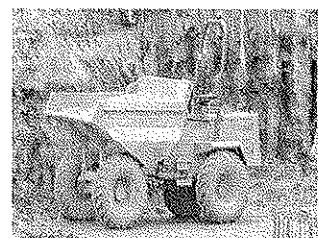
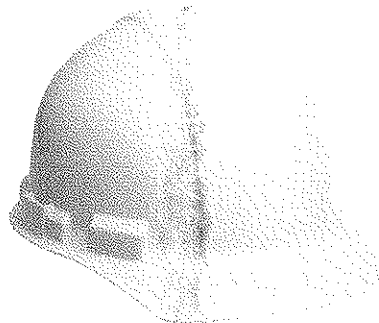
Tel: 051-649516

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-
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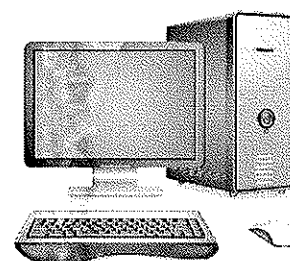
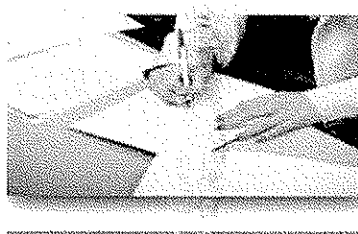
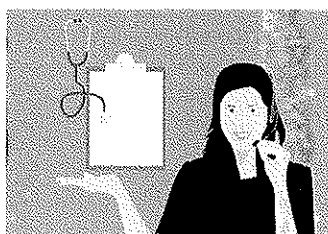
Tel: 051-649516

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

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****

Community Employment Scheme

(CE) Vacancies

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***