

WEST WATERFORD LOCAL EMPLOYMENT SERVICE

SUPPORT SERVICE FOR THE UNEMPLOYED

WORKING UNDER CONTRACT FOR THE DEPARTMENT OF EMPLOYMENT AFFAIRS AND SOCIAL PROTECTION

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JOB VACANCIES & FREE ON-LINE COURSES
WEDNESDAY 25TH MARCH 2020

**DUE TO COVID-19 OUR OFFICES ARE CLOSED TO THE
PUBLIC UNTIL FURTHER NOTICE.**

**FOR ONGOING SUPPORT CLIENTS OF OUR SERVICE CAN
CONTACT US VIA:-**

PHONE: 058 44077
TEXT: 086 787 0872 or
Email: westwaterford.les@wlp.ie



*Ag oibriú faoi chonradh don an Roinn
Gnóthaí Fostaíochta agus Coimirce Sóisialaí
Working under contract for the Department of
Employment Affairs and Social Protection*

DUNGARVAN & LISMORE

STAFF CONTACTS : NIAMH KUHNE / PAULA HENNESSY



Comhpháirtíocht Leader Waterford Leader
Phort Láirge Partnership



DUNGARVAN LEADER

Recruitments

To place an advertisement, contact us on 053 412951 or email adverts@dungarvanleader.com

**PERSON WITH
BOOK-KEEPING
SKILLS**

**Required for a
Small Business in the
Dungarvan area**

PART-TIME POSITION

*Reply to: Box No. 759, Dungarvan Leader,
18 Mitchell Street, Dungarvan*

New Nursing Home Opening May

SignaCare Waterford is a new, state-of-the-art, luxury nursing home in Ferrybank, Waterford. Built on the site of the former Athenaeum House Hotel, it enjoys a peaceful riverside location overlooking the city. Scheduled to open in the coming months, we are busy building a team of highly skilled and motivated professionals to care for our new residents.

We are currently recruiting for a range of positions, including:

- **Nurses**
- **Healthcare Assistants**
- **Activity Coordinator**
- **Chef**
- **Catering**
- **Household**



If you would like to work in an environment that truly values older person care and with people who share a passion for change and excellence, we would be delighted to hear from you.

**To apply for any of the above positions,
email your CV to info@signacare.ie
For more information, call 059 916 3544**



CHADWICKS
GROUP



Career Opportunity Available

Heiton Buckley Waterford are currently seeking applications for the position of
Plumbing & Heating Sales Representative

As Plumbing & Heating Sales Representative you are responsible for generating heating & plumbing sales, managing customer relationships and construction related activity with key customers within a geographical area to achieve company objectives as directed by the Regional Director.

Knowledge & Experience required:

- At least two years' proven heating & plumbing sales experience with the construction industry i.e. similar role in a builder's merchants or construction related company
- Excellent knowledge of all heating & plumbing products, existing and upcoming products
- Proven experience of dealing with building contractors and specifiers
- Third level qualification in construction or business-related discipline highly desirable

Key Responsibilities include:

- Engage key strategic customers and potential contractors in-line with customer management framework guidelines and technical offerings to build strong relationships to gain maximum market advantage
- Promote the company's heating & plumbing products and services, by regularly visiting and otherwise contacting his/her customers
- Preparing quotations for Company's heating & plumbing products and services
- To be responsible for the commercial management of project management activity. Working collaboratively to ensure maximum commercial advantage and commitment achieved from technical resource and project specifications

If you are interested in applying for the role please email your CV & Cover Letter to careers@Chadwicks.ie

GLENPATRICK
SPRING

Glenpatrick
Spring Water

Production Operators

As a result of the recent
Covid 19 Pandemic, we are looking to
secure a pool of Production Operators
for Temporary Contracts across all our
Shift Patterns 24/7 Operations

In this regard,

Please email your CV to
Factory Manager
ahayes@glenpatrick.com

*We wish you and your family the very best
during this very difficult time*

**SKILLED
LABOURERS
REQUIRED**

Must have experience in Carpentry work
Good rates for right candidate

For further details telephone Padraig on

086 316 8598

 **Topline Clearys**

**EXPERIENCED
SALES POSITION**

Experienced sales person wanted
for busy hardware/retail store.

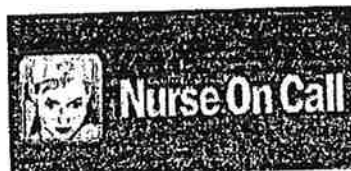
Must have customer
facing experience.

Duties include sales,
merchandising, ordering,
cash handling, quotations and
customer queries.

Must have knowledge of
hardware/retail trade.

All CVs to be submitted to the
manager Conor Parle at

conor.parle@clearyhardware.ie



CALLING ALL NURSES, MIDWIVES, STUDENT NURSES
& CARE ASSISTANTS NATIONWIDE
WORK THIS WEEK – GET PAID NEXT WEEK

Pick and choose your own hours, work as much or as little as you like.

HSE Qualification/Location Allowances &

Senior Staff Nurse Rate Payable.

Fast track registration.

Work Available Now for RGNs, RCNs, RMs, RPNs and RNIDs.

New Graduates and Nurses returning to work also very welcome

Student Nurses/Midwives & Care Assistants

(QQ1 Level 5 – formerly FETAC)

Huge Variety of Nursing Work Available – from HSE, DATHS &
Private Hospitals to less Acute Care environments such as Care of the Elderly,
ID Services and HSE Home Care

INTERVIEW TIMES & DATES**

Kerry: Wednesday 01st April from 10am until 2.30pm
The Brandon Hotel

Limerick: Friday 03rd April from 10am until 3.30pm
South Court Hotel

For more information, please email your CV to corkoffice@nurseoncall.ie
or call 021 4222830. Check out our website – www.nurseoncall.ie

Kilkenny People

27.3.2020

SPAR **Irishtown**

We are currently undertaking a revamp of our store and our New Look SPAR Convenience Store will be launched soon. We now invite applications for the following positions that may arise over the next few months.



FRESH FOOD ASSISTANTS

20-30 hrs per week

Previous experience in food handling, preparation, cooking and baking required. You must possess good customer service skills.

SHIFT SUPERVISOR

37.5 hrs per week

Previous experience in this role is essential. You will be an integral part of the management team and must be driven and have the ability to command a team. You must possess good customer service skills.

GENERAL RETAIL ASSISTANTS

20-30 hrs per week

Previous retail experience desirable. You will assist in the smooth and efficient operation of the store. Duties include merchandising and customer service. You must possess good customer service skills.

Mature applicants welcome to apply for all advertised positions. All applicants must be over 18 years of age and of good character, have excellent multi task ability, and have the ability to provide first class customer service.

Reply with up an to date CV and quote the position you are applying for to:

sparexcelhr@gmail.com
or post to

SPAR, Irishtown Service Station, Vicar Street Kilkenny, R95 CFT6.

Shortlisted applicants will only be contacted for interview.



Lidl Ireland are launching a huge recruitment drive to fill more than 400 vacancies nationally across their stores and warehouses.

Applications must be made online.

To Apply for Retail Positions please log onto:

<https://jobs.lidl.ie/en/RetailCareers.htm>

To Apply for Warehouse positions please log onto:

<https://jobs.lidl.ie/en/WarehouseCareers.htm>

Cliff House Hotel – Ardmore.

Seeking Receptionist

We are seeking a hardworking dynamic Receptionist to join the Front Office Team at Cliff House Hotel.

Requirements:

- Strong focus on providing consistently high standards
- Proficient with Front and Back Office Systems - Hot soft would be a distinct advantage
- Flexible with working hours - shift work and weekends are included

Key Duties & Responsibilities:

- Meeting and greeting guests in a warm personal and friendly manner.
- Providing excellent customer service at all times and dealing with all calls & emails efficiently.
- Dealing with requests, queries and suggestions and resolving guest complaints, quickly and efficiently

Skills:

- Ability to work under pressure and strong leadership skills
- Good communication skills
- Must be able to work independently and as part of a team

Benefits:

- Competitive salary
- Excellent work environment
- Meals on duty

Did you know?

We provide accommodation close to the hotel if required

Skills:

Reception, Answering Telephones, Maintaining Reception Area

Please apply via www.jobs.ie



Clannad Care

Your comfort, our care

Healthcare Assistant's Dungarvan

Clannad Care are recruiting for Healthcare Assistant's in Dungarvan within a hospital setting.

Requirements :-

- QQI Leve 5 [8 modules] or equivalent
- Ward experience essential
- Mandatory training up-to-date

Please email your CV to Bridget / Yvonne directly with your CV to :

Recruitment@clannadcare.ie

For more information please give our office a call and speak to a member of our recruitment team on : 1800 815 668



Recruitment Ltd.

Placement & Recruitment Specialists

Immediate Vacancies

**REACH or COUNTERBALANCE FORKLIFT DRIVERS
REQUIRED FOR CORK SUBURBS.**

3 MONTH CONTRACTS

VALID IRISH LICENCE IN EITHER FOR THESE ROLES

PLEASE EMAIL YOUR CV TO

APPLY@CMRECRUITMENT.IE

PLEASE REFERENCE - FORKLIFT IN THE SUBJECT LINE.



Emerald Contact Centre – Waterford City are recruiting for :-

- **HR Generalist – Fix Term Contract**

We currently have a vacancy for a HR Generalist on a Fixed Term Contract. This person will be involved in a number of HR activities for the HR department across a workforce of 200 employees. This role will report directly into the Contact Centre Director onsite. *Please see our website for more information web address below.*

- **Customer Solutions Specialist**

Emerald Contact Centre (ECC) based in the Waterford Business Park, Cork Rd, Waterford, is focused on providing superior customer service support for our clients. Our clients provide networks of health and investment information to our customers around the world. Customers can purchase supplements & health products, books, newsletters, attend seminars and receive free electronic newsletters. *For full job description please see our website – web address below.*

- **Shift Supervisor**

Emerald Contact Centre (ECC) is a unique contact center, based in Waterford City, focused on providing superior customer service support and building strategic partnerships with our clients. Our clients provide networks of health and investment information to our customers around the world, who are part of The Agora Companies. *For full job description please see our website – web address below.*

<https://emeraldcontactcentre.ie/jobs/>

Stores Assistants

required for Youghal, Co. Cork.

Flexsource

Negotiable

Contract | Part Time

1 Day Ago

[Apply Now](#)

- Description
- Company Details

Duties will be shop floor based, stocking, carding, working in warehouse and cleaning.

- Working hours will be 25 hours (which are likely to increase to 30/40 depending on the needs of the store).
- The rate of pay is €12.30 per hour with an additional €4.15 per hour for Sunday working.
- Bank holiday pay is time and a half (€18.45 p/h).

shortly:

Flexsource

Flexsource

+353 018295800

3 Main St, Blanchardstown, Dublin 15, Ireland

Flexsource Solutions specialises in complete recruitment solutions. We source and place temporary, contract and permanent staff and fulfill the outsourcing requirements of an ever-expanding customer base. Our in-depth knowledge of the local economy and our unrivaled access to local talent makes us the number one choice for both candidates and clients.

Apply for this job via www.jobs.ie

Noel Recruitment seeking

Retail Store Assistants – Dungarvan and Waterford.

March 20, 2020/in Noel Retail /by

- Temporary
- Waterford
- Posted 5 days ago

Store Assistants – Grocery retail – Waterford city, Dungarvan & Ardkeen

We are recruiting a team of retail store assistants on temporary contracts to assist store teams

Responsibilities will include but will not be limited to:

- Greeting customers and assisting with customer queries
- General housekeeping to ensure shop floor is maintained in a safe and tidy manner
- Assisting team with replenishing stock to ensure all stock is available all the time
- Assisting in goods in area to ensure deliveries are received and decanted in an efficient manner
- Communicating with store management to ensure a smooth customer experience
- Any reasonable request from store management

We are seeking a large team to assist our retail partner. These roles will suit people on temporary lay-off from hotels, restaurants & cafes and any other customer – facing roles.

Please note you will only be considered for these roles if you are eligible and willing to work a minimum of 25 hours per week on a 5 over 7 day roster and available to start work immediately.

If you are happy you can fill the above criteria please forward your CV and we will be back in touch. Please apply via our website

<https://noelgroup.ie/job/retail-store-assistants-8/>



To see this vacancy please visit their www.hartleypeople.ie For immediate consideration, please call Eamonn on 051-878813 or email your CV in response to this job posting.

Maintenance Technician X3 -Waterford

Our client a internationally renowned Manufacturing Company in the Pharma/Medical device arena are looking for a Maintenance Technician to join their team. Contract role.

Key responsibilities

- To carry out repair and Maintenance tasks of all Process and / or Facilities Equipment, to achieve an acceptable level of production output in full compliance with Quality and Safety and cGMP Standards
- Input of data into Maintenance PM System including the operation of such systems
- Working with one's own initiative and assuming responsibility whenever the need arises
- May be required to train others on all equipment, Maintenance tasks, set up procedures and safety awareness
- To operate and maintain all equipment, to achieve an acceptable level of production output
- Complete all duties as per relevant Sop's
- Adhere to all relevant dress requirements with respect to cGMP's and PPE rules
- Conduct all maintenance duties in a safe manner and report all safety issues or concerns
- Maintain the required standard of housekeeping in both the maintenance workshop/facilities area
- Ensure all required documentation is completed accurately and on time
- Ensure good time keeping and attendance at place of work
- Support team in achieving team goals and targets
- Attend Team meetings as required
- Actively contribute to continuous improvements across the plant
- Support and back up of all maintenance teams i.e. facilities and manufacturing when required
- Ensure correct and accurate communication of equipment issues/PMs/repairs including reporting of serious downtime (via email)

Maintenance Technician X3 -Waterford

Ideal candidate:

Will have:

- Junior & Senior Trade's Certificate or an equivalent third level qualification
- At least 3 years' Experience working as a Maintenance Technician in a Multi-skilled Team environment
- 1 years' experience working as a Maintenance Technician in a pharmaceutical/Medical device-manufacturing environment

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. We can provide a full consultation in confidence and we guarantee that your CV will not be sent to any of our clients without your prior consent.

For immediate consideration, please call Eamonn on 051-878813 or email your CV in response to this job posting.

Noel Recruitment seeking

Healthcare Support Staff - Waterford

Noel Group Healthcare are recruiting Support staff for existing Healthcare clients across the Waterford City & County. The ideal candidates will have experience in a similar role and preferably in a healthcare setting.

We provide staff to our clients on a relief and ongoing basis, this means you have the flexibility to select when you are available for work whether it is full or part time – this is a great way to obtain a supplementary income and gain experience in healthcare settings. The ideal candidates will have a keen interest in working as part of their local community, be passionate about achieving high standards and they will be flexible & ideally have their own transport. Candidates with their own transport will be able to increase their hours if they are flexible to work in other locations. Rates of pay from €13.39 per hour plus night, Sunday & Public Holiday premiums, average shifts ranging from 6 to 11 hours per day this is a great opportunity for the right candidates.

The types of roles we can offer are;

- Catering & Domestic Assistants / Health Care Assistants

Key Requirements;

- Candidates must have at least one year's previous experience preferably in a healthcare setting.
- Certificate in Manual Handling & Food Safety will be required for Catering & Domestic staff.
- Additional qualifications & training will be required for Health Care Assistants.
- Be available to work part or full time hours, which may include days, evenings & weekends.
- Certain immunisations will be required for work in the healthcare sector.
- All staff will be required to complete Garda Vetting for work in the healthcare sector.
- All staff will require 3 references from previous employment, academic or groups with whom you have volunteered.

Please apply via Noel Recruitment website

<https://noelgroup.ie/job/healthcare-support-staff/>

**4 new jobs advertised for Dungarvan
today on www.indeed.ie [25.3.2020]**

WWW.INDEED.IE

Retail Assistant

Sigmar Recruitment - Dungarvan, County Waterford


€12.30 an hour

Replenishing stock , keeping the store tidy and other general duties.
Retail assistants required for a busy supermarket. Manual handling
would be an advantage.

Apply with your Indeed CV

24-Mar

Housekeeping Assistant

CareChoice Dungarvan  15 reviews - Dungarvan, County
Waterford

Free healthcare uniform - one tunic paid for per year by CareChoice.
Previous practical experience in working in a similar environment is
desirable but not...

Apply with your Indeed CV

24-Mar

Kitchen Assistant

CareChoice Dungarvan ★★★★★ 15 reviews - Dungarvan, County Waterford

Free healthcare uniform - one tunic paid for per year by CareChoice.
This is an excellent opportunity to develop your skills within our organisation.

Apply with your Indeed CV

24-Mar

Relief Social Care Workers - Laois/Wicklow/Wexford/Kilkenny

Positive Residential Childcare - Ireland

Applied Social Studies in Social Care; Are you a Social Care Professional committed to making a positive impact on the lives of young people in care?

Apply with your Indeed CV

Sponsored

Please apply via
www.indeed.ie

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Plasterers

PAID POSITION



RUBYCON DEVELOPMENTS LIMITED

Ref: #JOB-2144269

Persons required to carry out plastering and skimming of new and existing buildings. Must have a minimum of 2 years experience. Work will be based initially in Clonmel, Co Tipperary.

Career Level

- Experienced (Non-Managerial)

Candidate Requirements

Essential

- Minimum Experience Required (Years):** 2
- Minimum Qualification:** Level 6 (Incl Higher Advanced Certificate & National Craft Certificate)

Desirable

- Ability Skills:** Communications, Manual
- Competency Skills:** Flexibility, Labouring, Time Management

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

- | Method Of Application | Email |
|-----------------------|--|
| Contact Details | rubycon365@gmail.com |

Overview

- Location:**
Clonmel, County Tipperary
Ireland
- Job Title:**
Plasterers
- Hours:**
40 h / week
- No of Positions:**
2
- Rate:**
30000.00 Euro Annually
- Email Contact:**
rubycon365@gmail.com

ABOUT THIS COMPANY



Company
RUBYCON DEVELOPMENT
LIMITED

Our Mission

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

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Care Assistant - Dungarvan Bluebird Care [PAID](#)

[POSITION](#)



Bluebird Care

Ref: #JOB-2137007

The Care Assistant's primary role is to deliver personal care and assistance to a client in his/her own home. Care Assistants are responsible for the implementation of the requirements of the clients care plan, perform identified care duties and promote client comfort, dignity and wellbeing.

Your responsibilities will include ...

- Assist the client with Activities of Living
- Pay due care and attention to all aspects of care duties carried out on behalf of the client
- Provide a high standard of care in compliance with Bluebird Care Policies

Qualifications & Experience

- Care Assistants must have obtained QQI approved Level 5 Modules Care of the Older Person and Care Skills/Healthcare Support.
- Or have a minimum of one-year experience caring for others and be in a position to undertake the two modules outlined above.

Qualities

Essential qualities of a Care Assistant include having a genuine concern for others, having the ability to demonstrate kindness, compassion and patience.

Employment Type

- Full and part time hours available
- Flexible working hours
- Attractive salary and employee benefits

Contact us if you would like to know more about this position

Tel: 0567789952

Email: ckw@bluebirdcare.ie

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

Overview

- Location:**
Dungarvan, County Waterford, Ireland
- Job Title:**
Care Assistant -
Dungarvan Bluebird
Care
- Hours:**
15 h / week
- No of Positions:**
1
- Rate:**
To be Confirmed
- Email Contact:**
ckw@bluebirdcare.ie

ABOUT THIS COMPANY



Company
Bluebird Care

Health Care Assistant

Sonas Nursing homes - Clonmel, County Tipperary
Full-time, Part-time, Permanent

Sonas Nursing Home Melview are recruiting Energetic, compassionate and caring individuals to join their growing team.

Sonas Nursing Home Group offer great induction and training opportunities. We are committed to attracting and retaining professional and dedicated staff to help us provide the highest level of care possible to our residents.

Candidates must be fully flexible to cover day, night and weekend shifts.

Position: Health Care Assistant

Contract Type: Permanent Fulltime

Location: Sonas Nursing Home Melview, Clonmel, CO. Tipperary

Benefits of working for Sonas Nursing Homes:

- All Meals Provided while on duty
- Employee Well-Being Program
- Career Progression
- Training and Development Provided
- Refer a Friend Bonus
- Induction Training Program
- Education Assistance Program

Responsibilities and duties will include but are not limited to:

- Support and assist residents enabling them to fulfill their activities of daily living ensuring that residents are encouraged to be as independent as possible.
- Deliver a high standard of person-centred care ensuring all practices reflects the privacy, dignity and respect of our residents and underpins all the basic values that contribute to an excellent quality of life.
- Establish and maintain relationships with residents that are based on respect and equality.
- Promote, encourage and practice the ethos of person-centred care.
- Participate in organising and carrying out social outings and in-house activities.
- Maintain resident's dining rooms, living areas and bedrooms in a neat, presentable and hygienic state.
- Assist the management team during internal and external audits/inspections.
- Must be available to work day, night and weekend shifts on a fulltime basis

Education & Qualifications:

- FETAC/QQI Major Award Level 5 in Healthcare or related field preferred. Candidates who have commenced a related course or who aim to complete a related course will also be considered.
- Modules completed in Care of the Older Person, Infection Prevention & Control, Nutrition and Palliative Care Support are desirable.
- Current and valid Infection Control, Manual and Resident Moving & Handling & Safeguarding of Vulnerable Adults Certificates (training can be provided if required).

Skills and Experience:

- Previous working experience in care of the older person within a residential care home setting is desirable.
- Possess a high regard for and practice good health and safety procedures at all times.
- Passionate about delivering outstanding care to older people and be a committed, patient and caring person with a sense of humour and a positive outlook on life.

How to Apply:

To submit your application; click on the 'Apply' button

All applications will be treated with the strictest of confidence.

Sonas is an Equal Opportunities Employer.

www.sonas.ie

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

Licence:

QQI Level 5 in Healthcare Support (Preferred)

APPLY VIA WWW.INDEED.COM

PROCESS OPERATOR

EirGen - Waterford

We have an opportunity for a Production Operator to join our Team – this role will support commercial manufacturing operations and also our new packaging line. The Process Operator will be responsible for the operational activities within EirGen Pharma and for ensuring maximum production quality and quantity, while supporting the policies, goals and objectives of the company.

Responsibilities of this role include:

- To manufacture / pack GMP and Development batches ensuring all work carried out is in compliance with the required standards conforming to company, cGxP, SOPs, regulatory regulations and guidelines, safety and environmental guidelines.
- To work with production team to maintain campaign schedule adherence through readiness preparation, on-time start and slippage recovery during campaign.
- Check own work and that of others for accuracy ensuring best possible right first time compliance.
- To constantly review and monitor production and quality of production batches, anticipating and solving problems in a timely manner, and identifying opportunities for improvement.
- Identify and make recommendations for improvements as part of a team within or outside the department in order to ensure continuous improvement.
- Participate in projects that improve efficiency and / or reduce operating costs.
- Proactively contribute in production incident investigations.
- Actively participate in Tiered accountability meetings.
- Communicate directly with the maintenance personnel to coordinate maintenance and repair work in manufacturing areas.
- Perform preventative maintenance activities as required.
- Assists maintenance technicians in performing maintenance and repairs.
- Assists with diagnosing and trouble-shooting maintenance related issues.
- Perform and Review TOC Analyzer testing on Purified Water as required.
- Ensure full compliance in relation to own training metrics.
- Carry out duties in a safe manner while ensuring own safety as well as that of co-workers and company property.
- Proactively report and where possible take immediate corrective action on any observed unsafe behavior or condition.

The ideal candidate for this role will have a minimum of **1 year's experience within the pharmaceutical industry**, or equivalent experience in a regulated environment.

APPLY VIA WWW.INDEED.COM



Assembly Worker

Schivo Medical- Waterford
Urgently needed

Full-time, Permanent

Responsible for ensuring the smooth assembly of products in a high-volume production environment, performing and completing all assemblies according to procedure to meet customer shipment deadlines.

Main duties

- Performs small part assembly of final products and sub-assemblies of products by following released procedures
- Employs exceptional standards of workmanship to ensure high quality products are produced on schedule.
- Performs in-process inspection to ensure products meet specifications and standards
- May require engineering support to resolve complex and unique problems
- Must be able to read and understand: assembly instructions, production orders, Bills of Materials, Standard Operation Procedures, and all other documentation used to control the products and processes.
- Fills out all required paperwork accurately and on time

Requirements

- Enjoys repetitive tasks that require a high level of dexterity and attention to detail
- Previous medical device assembly or small parts assembly

OR

- Previous experience in a role where a high level of fine craftsmanship and skill was required

Job Types: Full-time, Permanent

Experience:

assembly: 1 year (Preferred)

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Secretary / Receptionist

COMMUNITY EMPLOYMENT PROGRAMME



DUNGARVAN PARISH COMMUNITY EMPLOYMENT LIMITED

Ref: #CES-2138917

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Please contact your local DEASP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Vacancy Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over and applicants must also be in receipt of a qualifying Irish social welfare payment for 1 year or more.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Duties

High degree of administration skill with excellent Interpersonal skills, ability to communicate effectively, reception and customer care, answering calls, taking calls and handling correspondence, maintaining diaries and arranging appointments, computer literacy and proficient in the use of word and excel, desktop publishing and databases, typing, prepare and collating reports, email, photocopying and printing and filing, managing databases, prioritising workloads, implementing new procedures and administrative systems, liaise with relevant committees and organising rotas, preparing and printing newsletters and balancing petty cash.

Training will be provided.

[APPLY FOR THIS JOB](#)

Overview

- Location:**
Dungarvan, County Waterford, Ireland
- Job Title:**
Secretary / Receptionist
- Hours:**
19.5 h / week
- No of Positions:**
2
- Rate:**
[Community Employment Programme Rates](#)

[APPLY FOR THIS JOB](#)

ABOUT THIS COMPANY



Company
DUNGARVAN PARISH
COMMUNITY EMPLOYMENT
LIMITED

Our Mission

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

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REF	COURSE TITLE	PROVIDER
4357	Graphic Design and Illustration using Adobe Illustrator	eCollege
6150	Print & Digital Media Publication Using Adobe InDesign	eCollege
12167	Microsoft Excel Expert 2013 - Online	eCollege
12168	Microsoft Word Expert 2013 - Online	eCollege
12171	Microsoft Word 2013 - Online	eCollege
12172	Microsoft Excel 2013 - Online	eCollege
20322	Microsoft Windows Server 2012 -online	eCollege
12173	Visual Communication using Adobe Photoshop- online	eCollege
12162	Project Management - Certified Associate (PMBOK) - Online	eCollege
14634	Speak Irish With Me	eCollege
12161	Changing Career to the IT Sector - Online	eCollege
12175	Java Foundations Certified Junior Associate	eCollege
200265	Software Testing - ISTQB Certified Tester Foundation Level	eCollege
215214	Java Associate Developer SE8	eCollege
217676	CompTIA Security + SY0-501	eCollege
221074	Microsoft Office Specialist Excel 2016	eCollege
228070	Microsoft PowerPoint 2016	eCollege
228076	Microsoft Word 2016	eCollege
229547	CompTIA Network +	eCollege
229605	Java Professional Developer SE 8	eCollege
229578	Certified Digital Marketing Professional - CDMP	eCollege
230138	ECDL - Online	eCollege
231022	PRINCE2 Foundation	eCollege
237238	Introduction to Programming using Python	eCollege
251391	NALA – WriteOn Level 2 - Words & Numbers in Everyday Life - Online Adult Literacy course	NALA
254077	NALA – WriteOn Level 3 – General Learning - Online Adult Literacy course	NALA
254082	NALA – WriteOn Level 3 – ICT – Online Adult Literacy course	NALA
254087	NALA – WriteOn Level 3 – Employability Skills - Online Adult	NALA

REF	COURSE TITLE	PROVIDER
	Literacy course	
228121	Programming using JavaScript (Microsoft Technology Associate)	eCollege
251322	Introduction to Programming using HTML and CSS	eCollege
275964	CompTIA A+ Core Series	eCollege
274114	CompTIA Cybersecurity Analyst (CySA+)	Baldoye Training Centre
282355	CompTIA Cybersecurity Analyst (CySA+)	Baldoye Training Centre
282348	Python Programming	Baldoye Training Centre

**ALL OF THE ABOVE ONLINE COURSE PROFILES CAN BE
VIEWED ON**

WWW.FETCHCOURSES.IE

IF YOU ARE INTERESTED IN DOING ANY OF THE ABOVE ONLINE COURSES

PLEASE CONTACT YOUR CASE OFFICER

**CLIENTS OF THE LES - LOCAL EMPLOYMENT SERVICE IN DUNGARVAN / LISMORE
CAN PHONE**

NIAMH KUHNE OR PAULA HENNESSY - LOCAL EMPLOYMENT SERVICE - TEL: 058 44077



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



Comhpháirtíocht Leader Waterford Leader
Phor: Láirge Partnership