THIS WEEKS JOB VACANCIES

5th August 2020

THIS JOB VACANCY PACK CAN ALSO BE VIEWED ONLINE @ WWW.WLP.IE

<u>UNDER</u> Jobseeker & Employer Tab

<u>Hit</u> Local Job Adverts

For daily Job Vacancy Updates

Follow us on Facebook - County Waterford LES

DUE TO COVID-19 OUR OFFICES ARE CLOSED TO THE PUBLIC UNTIL FURTHER NOTICE – FOR SUPPORT:

CLIENTS OF OUR SERVICE CAN

PHONE: Annie(Employment Guidance Officer) on 086 035 8613 or Christine(Administrator) on 086 787 0874

EMAIL: annie.dalton@wlp.ie / christine.rockett@wlp.ie

LOCAL EMPLOYMENT SERVICE SUPPORT SERVICE FOR THE UNEMPLOYED

Nano Nagle Community Resource Centre, Carrick-on-Suir, Co. Tipperary











John Kennedy Motors

The Nationalist
6/8/20

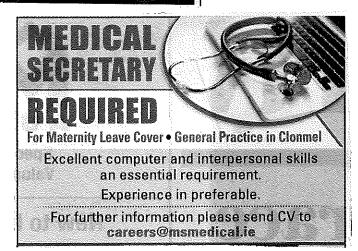
FULLY QUALIFIED TECHNICIAN/MECHANIC

- An opportunity exists in our dealership for an experienced Mechanic in our workshop.
- The successful candidate will need to have at least 5 years' experience in the business.
 We are looking for a well-trained and highly organised professional who takes pride in his work and can perform various customer service duties as required throughout the day, and a willingness to work overtime If, and when needed.
- A team player whom we will provide development and training opportunities in this time of change in the motor industry Salary per qualifications.

AFTER SALES/SERVICE ADMINISTRATOR/ CUSTOMER CARE ADVISOR

- An opportunity exists in our Service Department for a Service Administrator in our Garage.
- The successful candidate must have at least three years' experience in Mechanics, maintenance and repair leadership.
- Coordinating the activities of an auto shop repair department to ensure efficient operations.
- Meeting all service customers and taking instruction from them regarding repairs needed to their vehicle.
- Supervising automotive personnel and technicians to ensure their services meet the standards of quality set by our company.
- Assign and schedule work duties to auto service staff according to their skills.
- You would guide and direct the activities of servicing / repair staff to ensure optimal productivity and efficiency.
- Contact clients to notify them of finished repairs, date of next scheduled service and other relevant automotive information.
- Build and maintain positive work relationship with customers.
- Follow up customers to obtain feedback and ensure they are satisfied with the service they received.
- To excel at this job, the qualities you need include communication, technical, and mathematical skills, a team player with a passion to make the customer experience the best possible Salary per qualifications.

Please send CV to John Kennedy Motor's, Cashel Road, Clonmel or email johnkennedy@johnkennedymotors.ie





Waterford & South Tipperary Community Youth Service

WSTCYS is a community-based youth organisation which places active youth participation, volunteerism and community development at the heart of our ethos

Applications are invited for the following posts:



The Nationalist
6/8/20

Assistant Co-ordinator

Making Connections South Tipperary (28 hours)

Based in the Wilderness Youth & Community Centre, Wilderness Grove, Clonmel, Co Tipperary, Making Connections South Tipperary is an adult training programme, which aims to provide a stepping stone to mainstream education and /or employment, to adults, who are experiencing substance misuse, homelessness and associated mental health issues. Making Connections South Tipperary is funded by Tipperary ETB and managed by Waterford and South Tipperary Community Youth Service.

Successful applicants for the post should have the skills and experience requisite for working with the above client group in a community-based setting; recruiting and supporting trainees and liaising with relevant statutory organizations and locally based community groups. The successful candidate must be competent in the delivery of training programmes to a QQI Level 3 Major Award in Employability Skills and be computer literate. Candidates should have a recognised 3rd level qualification in the field of Adult Learning and Development, Training and Development, or related discipline.

Key responsibilities include:

- The recruitment of learners to the LTI
- The design, delivery and evaluation of modules for the LTI
- Organise accreditation of the LTI modules where appropriate
- Associated administration & reporting on the work of the programme
 - To work within an integrated services model

Ideal candidates for the post should demonstrate flexibility, motivation and initiative, have excellent interpersonal, organisational, communication and facilitation skills and have an understanding of the needs of the learners engaged in the programme. They must have at least 1 year's (ideally 2 years') professional experience of working in training related field with experience of delivering training in areas such as, Literacy, I.T, Work Skills, Cooking, Crafts, etc.

Please forward applications in the form of a C.V. to:

The Secretary, Waterford & South Tipperary Community Youth Service, Edmund Rice Youth & Community Multiplex, Manor Street, Waterford.

Closing date for Applications is Friday 14th August, 2020.

Short-listing will apply and a panel may be formed for future vacancies

Waterford & South Tipperary Community Youth Service is an equal opportunities employer.



Learning Together - Your Success, Our Goal









PATROL DRIVER NEEDED

Must have a security license, full driving license and must be over 25 years of age, experience not necessary as full training will be provided.

STATIC SECURITY OFFICERS 1 3 3 1 3 1

Must have a static security licence, experience not necessary as full training will be provided.

SECURITY SUPERVISOR

At one of our clients premises in Clonmel, must have a security license (Basic Guarding), security experience would be essential.

Apply by CV only to recallsecurity@gmail.com

SAFE PASS COURSE

TO BE HELD IN CLONMEL ON

FRIDAY 7TH AUGUST

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



Pinewood Healthcare is a leading developer, manufacturer and marketer of healthcare products, currently employing over 320 people. Pinewood are winners of the Millennium Export Excellence Award for Pharmaceuticals. You can be a part of the team that enables us to continue on this track. Pinewood is an equal opportunities employer and is now seeking applications for the following positions:

PACKAGING OPERATIVES MAINTENANCE TECHNICIAN

Full job descriptions are available on www.pinewood.ie

If you wish to be considered for the above positions, Please send a copy of an up to date CV by:-Friday, 14th August 2020 to:

HR Department, Pinewood Healthcare, Ballymacarbry, Via Clonmel, Co. Waterford

Or to: h.resources@pinewood.ie

WANTED PROJECT ENGINEER

Wanted for the West Waterford area for workshop and nationwide sites.

Experienced Project Engineer with experience in the mechanical engineering / structural steel industry.

A third level qualification in mechanical or electrical engineering Project management experience in a similar role 4-5 years.

Send CV's to PO Box 503
C/o The Nationalist, Queen Street, Clonmel, Co. Tipperary.

The Nationalist 6/8/20



Ref: 20/21-79 PROJECT WORKER SCHOOL COMPLETION PROGRAMME (SCP)

South Tipperary - Fixed Term

The **Tipperary School Completion Programme (SCP)** operating between three Secondary Schools in the South Tipperary region invites applications for one **Part-time Project Worker** (17.5hrs per week approximately).

The successful candidate will ideally have:

- Qualification(s) to degree level in a relevant area e.g. youth/ community work, social care, education etc.
- A proven record of working with young people of school age.
- A good understanding of the factors that influence early school leaving, the School Completion Programme & the Irish Education System.
- Full driving licence.

Candidates will start at Point 1 of the ETB Project Worker salary scale (€31,048 post 01/01/2020 new entrant, €33,882 pre 01/01/2020 old entrant) on a one-year contract.

Job Description & Person Specification are available on the Tipperary ETB website at <u>www.tipperaryetb.ie</u>.

For further information, please contact:

The Human Resources Department by email at careers@tipperaryetb.le

Please forward a Cover Letter and Curriculum Vitae to the above address no later than 12 noon on 17th August, 2020:

> Tipperary ETB, Church Road, Nenagh, Co. Tipperary, 067-31250.

Late applications will not be accepted, Canvassing will disqualify.







Rialtas na Jižireann Government of Ireland





Ref: 20/21-66 PROJECT WORKER SCHOOL COMPLETION PROGRAMME (SCP)

North Tipperary - Fixed Term

The **Tipperary School Completion Programme (SCP)** operating between 2 primary schools & 2 post-primary schools invites applications for one full-time **Project Worker** (35 hours per week approximately) for the North Tipperary region.

The successful candidate will ideally have:

- Qualification(s) to degree level in a relevant area e.g. youth/ community work, social care, education etc.
- A proven record of working with young people of school age.
- A good understanding of the factors that influence early school leaving, the School Completion Programme & the Irish Education System.
- Full driving licence

Candidates will start at Point 1 of the ETB Project Worker salary scale (€31,048 post 01/01/2020 new entrant, €33,882 pre 01/01/2020 old entrant) on a one-year contract.

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Late applications will not be accepted. Canvassing will disqualify.







Rigitus na hÉireann Government of Ireland



The Nationalist 6/8/20



Tipperary ETB invites applications for the following posts:

Ref 20/21-69

CARETAKER PANEL

with initial posts in Coldiste Dun lascaigh, Cahir and Further Education and Training Centre, Archerstown, Thurles.

Further details/qualifications required, application form, person specification and job description are available on our website www.tipperaryetb.le

Closing date for receipt of applications is 12 noon on the 12/8/2020.

Salary Scale: Pre January 2011 €29,009 to €32,902 Post January 2011 €31,797 to €32,902

Signed: Bernadette Cullen, Chief Executive







Rialtas na hÉireann Government of Iteland



DEPOT STAFF WANTED

Part time worker wanted for our Waterford depot . Hours may include evenings and weekends

Purpose of Job. Assist the depot supervisor in the day to day tasks necessary in the running of a busy depot.

Ideal Cantidate Will have

- Excellent customer service skills
- Previous experience working in a similar environment, experience in handling cash and working in sales an advantage

Closing date: August 7th 2020

Interest applicants please email CV to: roisin curran@ionesoil.ie



etb

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

CARETAKER Abbey Community College

A panel will be created for the filling of other Caretaker positions in Kilkenny and Carlow ETB that may arise during the 2020/2021 school academic year.

PART-TIME CLEANERS

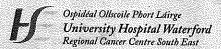
Kilkenny and Carlow Education and Training Board is currently creating a panel for Part-time Cleaner positions which may arise during the 2020/2021 school academic year.

> Please refer to: <u>www.kcetb.ie</u> for job application form and further details

Closing Date: Thursday, 13 August 2020 (12 noon)

Shortlisting may apply

Kilkenny and Carlow ETB is an equal opportunities employer





HEALTH SERVICE EXECUTIVE

STAFF NURSE University Hospital Waterford

UHW will be recruiting for a number of nursing positions across a variety of specialities including the following:

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

Please refer to the HSE website www.hse.ie/eng/staff/job-search/nursing where you can download the Job Description, Application Form and Additional Campaign information

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

Closing Date for Applications is 14.08.2020 at 4 p.m.



(Spirote Senior Renovage Nico Fear Service Bester Heath Enteres



Mooncoin Residential Care Centre is a purpose built nursing home located in South Kilkenny, just 10 minutes from Waterford city and the M9.

Assistant Director of Nursing Required Full-time, Permanent.

We have an exciting opportunity for an Assistant Director of Nursing for a leading provider of care, in a well-established home for Older People. Our aim is to provide the highest level of care in a safe, comfortable, and homely environment.

This role would suit an experienced nurse with leadership skills, an experienced CNM ready to take the next step, or an ADON who is looking for a change and new challenge?

Requirements:

- Nursing qualification and registration with NMBI 6 years Post Graduation Nursing experience.
- 3 years' experience in a Managerial/Leadership role
- Experience in the Care of the Older Person.
- Knowledge of HIQA standards
- Good Computer Skills
- Have a post-registration management qualification
- Evidence of continuous professional development

Benefits: Competitive Salary Further / education opportunities

Closing Date for Applications is Friday 14th of August 2020.
Please apply in writing or by email with your CV to Trish Curran,
Director of Care, Mooncoin Residential Care Centre, Polerone
Road, Mooncoin, Co Kilkenny, X91 T638, trish@mooncoinrcc.ie

Munster Express 4/8/20

Holy Ghost Residential Home

Promoting Independence in a home-like setting



Nurse Position.

Founded in 1545 the Holy Ghost Residential Home is situated on the Cork Road in Waterford and provides daily care for up to 60 ambulant and low dependancy residents deploying a social medical care, HIQA regulated, model. We now seek a an experienced RGN for a part/time full time position on day/night rosters. Experience of working in elder care would be an advantage however full and comprehensive induction training will be provided.

A Garda Vetting process also applies to the position.

This is a great opportunity to work in and contribute to a supportive care environment in a newly refurbished building which provides a modern en-suite room for each resident.

Applications to include a letter of application and a curriculum vitae should be made to the Nurse Manager Ms. Bridget Roche at her email address:

bridget.roche@holyghostresome.ie

The closing date for applications is Friday August 14th 2020.

The Holy Ghost Residential Home is an equal opportunities employer.



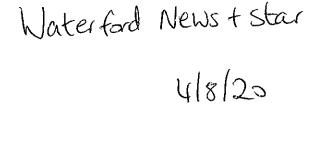
Van Salesperson

Driver required to cover two days a week, Saturday and Monday, based from our Clonakilty depot. Experience in Food Service Distribution preferable but not essential as full training will be provided. Driver must have a C Licence with valid CPC & Tachograph card.

Van SalespersonFull-Time relief driver required, preferably based

Full-Time relief driver required, preferably based in the East Cork region, to cover relief for both our Cork & Waterford depots. Experience in Food Service Distribution preferable but not essential as full training will be provided. Driver must have a full clean C Licence with valid CPC & Tachograph cards.

Apply to MR@ciona.ie





We are looking for an enthusiastic, friendly person to work in our ECCE room as part of our team.

Applicants should hold a minimum requirement of Fetac Level 5 in Childcare.

Please send emails to naionrapb@gmail.com by Friday August 7th at 5pm



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

OUTDOOR SPORT AND RECREATION COORDINATOR FIXED TERM CONTRACT

Start date 28 September 2020 End date 15 October 2021

Initial location: Bunclody Adventure Hub and Bunclody Further Education & Training Centre

> Application form and full details may be obtained from <u>www.waterfordwexford.etb.ie/vacancies</u>

Completed application forms should be submitted to <u>vacancies@wwetb.ie</u> by **4:00pm on Monday 24 August 2020.**

Shortlisting may apply. Canvassing by or on behalf of the candidate will automatically disqualify. Late applications will not be accepted. Waterford and Wexford ETB is an equal opportunities employer.

DUNGARVAN

We are a leading transport operator in full load road transport services in ireland and we currently have an opening for an Assistant Transport Planner. You will be co-ordinating our vehicles in Ireland as part of our transport planning learn managing deliveries for some of Ireland's best known companies.

Responsibilities and Duties:

- Receiving and processing customer bookings
 Data entry and job processing onto our transport planning
- system
 Assist with planning drivers collections and deliveries with awareness of drivers tachograph hours regulations
 Adhering to Compliance and Health & Safety both in house and
- advising our drivers

 Booking and updating jobs and preparing for invoicing

- Customer services
 Managing fleet availability for garage maintenance/testing
 Be able to work on your own Initiative but also as part of a team
 Ad-hoc duties as they arise

Qualifications and Skills:

- A minimum of 1 year experience in a similar role Good communication skills on email and verbally, Good IT skills

- Problem solving as they arise
- robuen sowing as ney are Geographical knowledge of Northern and Southern Ireland Knowledge of drivers tachograph rules and Certificate of Professional Competence in Transport Management would be a distinct advantage

Following your successful employment as an Assistant Transport Planner at Dungarvan Transport Ltd there is an opportunity to complete a Logistics Associate Apprenticeship (NFQ Level 6) on a part-time basis over a 2 year period.

Please send your applications of interest for this position along with your CV to Tomás Horgan at tomas@dungarvantransport.le before close of business on Friday, 7th of August.

Water ford News + star 4/8/20



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

CARETAKER Abbey Community College

A panel will be created for the filling of other Caretaker positions in Kilkenny and Carlow ETB that may arise during the 2020/2021 school academic year.

PART-TIME CLEANERS

Kilkenny and Carlow Education and Training Board is currently creating a panel for Part-time Cleaner positions which may arise during the 2020/2021 school academic year.

> Please refer to: <u>www.kcetb.ie</u> for job application form and further details

Closing Date: Thursday, 13 August 2020 (12 noon)

Shortlisting may apply

Kilkenny and Carlow ETB is an equal opportunities employer

Holy Ghost

Residential Home Waterford



Nurse Position

Founded in 1545 the Holy Ghost Residential Home is situated on the Cork Road in Waterford and provides daily care for up to 60 ambulant and low dependancy residents deploying a social medical care, HIQA regulated, model.

We now seek a an experienced RGN for a part/time full time position on day/night rosters. Experience of working in elder care would be an advantage however full and comprehensive induction training will be provided.

A Garda Vetting process also applies to the position.

This is a great opportunity to work in and contribute to a supportive care environment in a newly refurbished building which provides a modern en-suite room for each resident.

Applications to include a letter of application and a curriculum vitae should be made to the Nurse Manager Ms. Bridget Roche at her email address: bridget.roche@holyghostresome.ie

The closing date for applications is Friday, August 14th, 2020.

The Holy Ghost Residential Home is an equal opportunities employer.

Waterford News+star 4/8/20





HEALTH SERVICE EXECUTIVE

STAFF NURSE

University Hospital Waterford

UHW will be recruiting for a number of nursing positions across a variety of specialities including the following:

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

Please refer to the HSE website www.hse.ie/eng/staff/job-search/nursing where you can download the Job Description, Application Form and Additional Campaign information

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

Closing Date for Applications is 14.08.2020 at 4 p.m.



Building a Better Health Service

Kilkenny People 7/8/20



KINGSRIVER Team Leader, Team Members & Behaviour Support Specialist

Kingsriver Community takes its name from the Kings River that runs through our 30-acre property. We provide education, training and life skills to a wide variety of people in this beautiful setting. Our focus is person centred where we provide a range of individual supports to meet the various needs of our small group of residents together with our larger group who attend on a daily basis.

We have a number of exciting new opportunities for enthusiastic people with the desire and passion to support people with ID and ASD while maintaining our quality and commitment to excellent service.

We are looking for a **Team Leader** (Residential Service) and **Team Members** (Day & Residential Services; Full Time/Part Time & Relief) to join our team in empowering the people we support to live their best lives.

We are also looking for a suitably qualified and experienced **Behaviour Support Specialist** (Part Time) to develop and coordinate behaviour support plans for individuals and their support teams.

Please submit your CV and cover letter to Liam Quinn, Kingsriver Community, Ennisnag, Stonyford, Co Kilkenny or by email to

applications@kingsriver.ie

Full job description and job particulars KINGSRIVER COMPUNITY available from www.kingsriver.le/careers

Closing date for receipt of applications is Friday August 14th.

Retail Sales Assistant

Gadget Man Ltd - Waterford €400 a week - Full-time, Permanent

Company description

Gadget Man Limited operates both instore and online providing Gifts, Gadgets, Electronics and accessories both instore and online. The company operates at two locations based in Waterford and also expanding quickly online.

We are looking for someone who can adapt to our fast paced working environment. Staff members will be working on both instore projects and online projects. Knowledge of Mobiles and Computers is a must.

Job description

We are looking for an energetic, enthusiastic Sales member who has a knowledge of Smartphones and computer accessories. Must be computer literate.

General day to day tasks would include working instore assisting customer requests, over the phone and online. Assist in the managment of social media accounts and also assist with online orders through our website portal. Experience with the processing of online retail sales an advantage. The ability to use photoshop would be preferred.

Staff at Gadget Man work as part of a team across two locations in Waterford and are able to share knowledge to better assist our customers. We have a vast range of Gadgets, Electronics and Gifts both instore and online. We at Gadget Man work in a fast paced environment where tasks can change from day to day to suit the needs of the business.

Industry: Retail

Job Types: Full-time, Permanent

Salary: From €400.00 per week

Experience:

retail sales: 2 years (Preferred)Sales: 2 years (Preferred)

Work remotely: No.

Cleaning Operative (part time)

Kollect Hygiene - Waterford €10.80 an hour - Part-time, Permanent

Job Description

Overall purpose of the job

Responsible for the general cleaning of a premises in accordance with the full scope of works provided.

Ensuring all cleaning equipment and materials are handled and used in the correct way in accordance with the safety data sheet.

Main duties

- · Vacuum areas of the building where needed
- Mop areas of the building where needed
- · Clean toilet areas of the building
- · Polish glass and mirrored areas within the building
- · Clean and sanitise all surfaces
- Collect and remove rubbish and waste materials to the authorised disposal points
- Display appropriate signage to ensure that occupants of the building are aware cleaning operations are taking place
- Be a company ambassador by been loyal, honest and genuine.

Job Types: Part-time, Permanent

Salary: €10.80 per hour

Experience:

housekeeping: 1 year (Preferred)

Work remotely:

No

Shop & Deli Assistant

The Corner Shop - Waterford Full-time, Part-time, Permanent

We, a busy corner shop, are looking to grow our staff over the coming months and are currently seeking experienced Shop / Deli assistants to join the team.

These roles may be full or part time.

Candidates must have a minimum 12 months experience in a similar fast paced environment with particular experience in:

- Hot & Cold Deli Food preparation and service
- Till usage
- Cleaning and HACCP control
- Duties & Responsibilities of this role include:
- · Providing Excellent Customer Service
- · Cooking, Displaying & Preparing food items for customers in a professional hot and cold delicatessen business
- · Meeting food safety, hygiene, and HACCP standards of the business
- · General Housekeeping duties including deep cleaning of a high standard
- · Stock control including rotation, ordering and returns
- · Till Operation including cash handling, credit card processing, and responsibility for balancing your till on each shift

Requirements for this role include:

- · Previous experience in a similar environment
- · Flexibility as shift hours may vary (Current opening hours: 6.30am 8pm)
- · Ability to thrive working as part of a team, as well as on ones own initiative
- · Fluent English language

Please send you CV in complete confidence to our email address. Only CV's received via email will be considered.

Canvassing will disqualify you from the recruitment process.

Application Deadline: 11/8/2020

Experience:

delicatessen: 3 years (Required)till operation: 1 year (Preferred)



Manufacturing Team Member

Sanofi -Waterford

About t he Opportunity

The Manufacturing Team Member is responsible for the manufacture of syringes from the filling process for the assembly and packaging of Auto Injector devices to meet needs of patients globally. This position is required for 3 shift operations for Pre-Filled Syringe (PFS) manufacturing area. The position is within a new manufacturing area and offers first-hand experience in the inspection of sterile syringe products.

About the Sanofi Business Unit

The Sanofi Waterford biopharmaceutical and medical device campus is located in Waterford on Ireland's southeast coast. Established in 2001 and now with more than 700 employees, the multiple national award-winning site has seen more than €600m invested in state-of-the-art infrastructure and technology. Diversification continues to bring new products to Waterford and the expanded site portfolio continues to create new opportunities. Sanofi is a global biopharmaceutical company focused on human health. We prevent illness with vaccines, provide innovative treatments to fight pain and ease suffering. We stand by the few who suffer from rare diseases and the millions with long-term chronic conditions. With more than 100,000 people in 100 countries, Sanofi is transforming scientific innovation into healthcare solutions around the globe.

About growing with us

In this role you will:

- Maintain and support scheduled adherence to production and OEE
- Complete as relevant SOP's and training
- · Adhere to all relevant dress requirements with respect to cGMP's and PPE rules
- · Conduct duties in a safe manner and report all safety issues or concerns
- Maintain the required standard of housekeeping and hygiene
- · Actively contribute to Continuous Improvement initiatives

About you

You have :

- Experience of working in a cGMP environment
- 3rd Level QA/Engineering qualification desirable but not essential
- Attention to detail a must
- · Self-starter focused on achieving results
- · Competent in the operation, cleaning, maintenance of all manufacturing equipment
- · Ability to complete machine changeovers when required
- Demonstrated understanding of mechanical operations
- · Good knowledge of cGMP

Inspire your Journey

What Sanofi can offer you:

- A role where you are instrumental to creating best practice and as the organisation grows, you can too
- We offer a generous package including flexible benefits, and are committed to helping you
 have a healthy work-life balance throughout your career with us

- We have highly subsidised restaurant with free tea and coffee
- A newly refurbished gym is available onsite for a small and highly competitive annual membership fee
- Parking available onsite
- · This is a full time role and we support flexible working

This is our Sanofi. Discover yours: https://www.sanofi.com/en/careers/

Own your future. Make your move!

#LI-DNI

At Sanofi diversity and inclusion is foundational to how we operate and embedded in our Core Values. We recognize to truly tap into the richness diversity brings we must lead with inclusion and have a workplace where those differences can thrive and be leveraged to empower the lives of our colleagues, patients and customers. We respect and celebrate the diversity of our people, their backgrounds and experiences and provide equal opportunity for all.

Waitstaff

Greenway Manor hotel - Waterford Full-time, Part-time, Permanent

Urgently needed

Experience essential. Waitstaff for food and beverage table service in a fast paced environment. Must be available to work weekends, nights and early mornings. Knowledge of till use and Food safety (HACCP) an advantage, further training will be given.

Expected start date: 10/8/2020

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

Experience:

• server: 1 year (Preferred)

Language:

English (Required)

Duties:

- Taking orders for food and drink
- Serving food
- Serving alcohol
- · Cleaning and resetting tables with dishes, glasses, and flatware as needed
- Prep or side work

Work remotely: No

Warehouse / Delivery Driver

Top Part Motor Factors - Clonmel, County Tipperary Full-time, Permanent

Urgently needed

Due to continued success we are seeking a warehouse operative / delivery driver for our branch in Clonmel

Full Drivers licence required

Working within a fast paced warehouse

Must be computer literate

competitive salary

excellent terms and conditions

full time position

Vehicle Provided

Job Types: Full-time, Permanent

Experience:

warehouse / Delivery Driver: 1 year (Required)

Location:

• Clonmel, County Tipperary (Required)

Licence:Full (Required)

Front Desk Receptionist

Motivation Weight Management Clonmel - Clonmel, County Tipperary Part-time, Temporary

Urgently needed

We are currently recruiting a part time receptionist to join our team. The ideal candidate will be someone who can multitask while remaining organized and in control. The right person will have experience dealing with the public in a professional and friendly manner. Excellent organisational and administration skills are essential along with a positive team working attitude.

Duties include

- Front desk reception, meeting and greeting clients
- Booking appointments and point of sale transactions
- Filing and photocopying
- Assist manager with all clinic duties
- · Assist consultants with clients consultations and administrative needs
- General administration duties and light cleaning duties

Requirements

- Mininum 1 year previous experience in a similar role essential
- · Excellent customer service skills
- · Polite and clear telephone manner
- · The ability to multitask
- Must have excellent organisational skills and the ability to communicate well with both colleagues and clients.
- Must be proficient in Microsoft Word, Exel, and outlook.
- Part time position up to 15 hours per week including weekends

Job Types: Part-time, Temporary

Experience:

office administration: 2 years (Required)

Language:

English (Required)

Administrative Duties:

- Scheduling
- · Carrying out requests from management as needed
- Maintaining stock and ordering supplies
- Answering emails and sorting post
- · Answering phone calls and transferring them as necessary
- Greeting and welcoming visitors

Work remotely: No



Carer - Part Time

Sodexo - Carrick-on-Suir, County Tipperary
Part-time

We are currently seeking a Carer to work in one of our Tipperary sites.

We are looking for someone with excellent organisational skills, the ability to prioritise their workload and have the ability to communicate effectively with a range of audiences.

You will be working as part of a team but you will at times be expected to work independently and under your own initiative.

Role Responsibility

- Care of Sisters
- · Personal Hygiene and observing of patients' needs both physical and mental wellbeing
- Assisting in all presentation of meals
- Communication to the House leader/manager on duty including handover report
- · Laundry & cleaning duties bed changing
- Record keeping
- · Administration of Medication

The Ideal Candidate

- Fetac level 5 or QQI Level 5
- Good attendance record
- Must work well within a team environment

Package Description

Carer - Part Time

19 hours per week

5 /7 - Nights, Days & Evening Shift

Training will be given

Applications to: Gail.Mcgrath@sodexo.com

Rigid Truck Driver

Clonmel Waste Disposal - Clonmel, County Tipperary Full-time, Permanent

As a rigid truck driver, you will be responsible for driving a truck to carry out the following tasks:

- Skip delivery and collection on behalf of our domestic and commercial customers;
- Wheelie bin collection on behalf of our domestic and commercial customers.

You will be required to:

- a. Follow all safe systems of work and a full site induction will be provided.
- b. Check the condition of the vehicle and complete relevant paperwork.
- c. Operate and be mindful of **health and safety** and **good housekeeping** (cleanliness and neatness).
- d. Take pride in your work and the equipment which you operate.
- e. Work well in a busy environment.
- f. Work well as part of a team.
- g. Complete paperwork relevant to the deliveries and collections you carry out
- h. Be flexible with regards to working days and shifts, including being available to work every second Saturday

Experience Required:

- § You must:
- a. hold a full category C driver's license and up to date CPC and Digi cards;
- b. have experience operating a rigid truck;
- c. have completed all relevant CPC courses.
- § Experience in the waste management industry would be beneficial but not essential.
- § Flexibility with regards to working days and shifts is essential.
- § Any other duties that may be assigned from time to time.

Benefits:

On-site parking

Job Types: Full-time, Permanent

Experience:

truck driving: 1 year (Preferred)

Location: Clonmel, County Tipperary (Preferred)

Licence:

- Safe Pass (Preferred)
 up to date CPC and Digi cards (Preferred)
 C Driving licence (Preferred)

Work remotely: No



Retail Security Officer

Bidvest Noonan- Waterford €11.65 an hour - Full-time, Permanent

Responsibilities:

- Act as an ambassador for the company
- · Present for work at the designed time
- Follow on site security requirements including internal patrols, external patrols, monitoring CCTV, access control
- · Report any security events in the onsite log
- · Deal with emergency situations
- · Support emergency services as required
- Complete the onsite paperwork in a clear format
- Liaise with Bidvest Noonan Management and the National Call Centre regarding any security issues or problems

Requirements

- · Must hold a valid Visa to work in Ireland on a full time basis
- Valid PSA License
- Good customer service skills
- · Excellent communication skills including fluent English
- Must be available for flexible work hours including weekends
- Ability to work in a physically demanding role

Job Types: Full-time, Permanent

Salary: €11.65 per hour

Experience:

retail security: 1 year (Preferred)

Licence:

- PSA (Required)
- Valid Visa to work on a full time basis in Ireland (Required)

Language: Good level of English (written and spoken) (Required)

General Operator

Clonmel Waste Disposal - Clonmel, County Tipperary Full-time, Part-time

As a **General Operative** you may be required to work as a General Operator Bin Lorry and/or General Operator Waste & Recycling Facility and you will be responsible for carrying out the following tasks:

- Take rubbish away from people's home and businesses in compliance with licence conditions and company procedures working as part of a small team collecting refuse from a different area each day of the week.
- Use a lifting mechanism to tip the waste from bins into the lorry and operates equipment that compresses the collected refuse.
- Guide the driver safely around the route
- Help to unload the waste at designated facilities
- Use and operate the waste tracking systems that are used by the company
- Inspects trucks prior to beginning routes to ensure safe operating conditions and fills out any needed reports for defective equipment.
- Communicates with the office concerning problems with waste collections, delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems.
- Keeps informed of road and weather conditions to determine how routes will be affected.
- Maintain a clean work environment at all times.
- Complete all compacting and recycling duties for the facility.
- Sorting recycled items on a fast paced production line paying close attention to detail to ensure waste is properly segregated.
- Stack product in accordance with proper selecting procedures.
- Follow preferred work methods at all times, and immediately advise supervisor of any unsafe conditions.
- Follow procedures to comply with Site policies, licence conditions and company procedures.
- To ensure the Facility is kept in a safe clean and hygienic manner.
- · Maintain and safely operate all assigned equipment.
- Ensure all paperwork is completed in line with Company procedure and legislation
- Skills, Abilities and Knowledge Required:
- A polite manner and the ability to work within a team.
- General Operatives are required to be in a physical condition to have the ability to work outdoors in an active role that involves lifting heavy bags and bins in various and changing weather conditions. You will be provided with safety clothing including reflective jackets and heavy duty gloves.
- Ensure the highest standards of quality are maintained.
- To work alongside outlined Standard Operational Procedures.
- Must be able to communicate effectively.
- To report equipment faults and defects of any nature to the site management.
- Complying with Health and Safety policies.
- · Assist other team members when needed.
- You will be required to
- Represent the Company on public roads and on customers' premises in a professional and courteous manner.
- Follow and observe all safe systems of work (induction and training will be provided)
- Be able to work outdoors in all types of weather
- Operate and be mindful of health and safety and good housekeeping (cleanliness and neatness).
- Take pride in your work and the equipment which you operate.
- Work well in a busy environment and work well as part of a team.
- · To work in all areas of the facility.

Any other duties that may be assigned from time to time.

Job Types: Full-time, Part-time

Experience:

Manual Labour or General Operative: 1 year (Required)

Work remotely:

No

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Q Job title, Skill or Company

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Kitchen Porter 📈

The Rhu Glenn Hotel

REPORT THIS JOB

Share this job:

- Waterford, County Waterford, Ireland
- € Not Disclosed
- Permanent | Full Time
- Today



APPLY NOW

Description Company Details

The Rhu Glenn Hotel are now recruiting a Full time Kitchen Porter to join their team.

Duties & Responsibilities will include:

- Be able to work on their own effectively and efficiently especially on their own initiative
- Carrying out basic cleaning tasks as fast as possible
- · Collecting and washing up pots and pans
- Cleaning crockery & cutlery and ensuring food preparation sites are clean and ready
- · Unloading equipment and food from deliveries
- · Ensuring the storeroom remains organised
- Making sure work surfaces, floors and walls are always clean and sanitised
- · Excellent English

The ideal candidate should have previous experience in a similar role and come from a hospitality background.

Skills:

kitchen porter, haacp, Fluent in English

IOBSEEKER LOGIN OR REGISTER | EMPLOYER

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Location

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Rigid Driver

Musgrave Group Cash & Carry

- Waterford, County Waterford, Ireland
- € Not Disclosed
- Contract | Full Time
- ① 1 Day Ago



APPLY NOW

Description Company Details

Musgrave Wholesale Partners are an Irish family business established in 1876. We a leading supplier to the catering sector and play a strong and vibrant role in supporting local communities.

We are currently recruiting Multi Drop Delivery Drivers to join our existing dynamic and successful distribution team in Waterford.

Please note this role is a temporary full-time position for 3 months.

We will provide full training including Eco Driving, Manual Handling Certification and Basic Food Safety Certification. You will also have opportunities to progress and develop within your own career. You will hold a full Clean C Category Driving Licence and be required to work 5 days over 6 each week.

The Role:

- To provide Multi Drop Delivery to our customers in the Munster region
- To check and complete all invoices and paperwork on time and within specification
- To complete daily checks on your vehicles and load
- To adhere to all Basic Food Safety requirements
- To build excellent customer relationships

The ideal candidate will have/be:

- Holder of a Full Clean C Category Driving Licence
- Minimum of 1-year previous Multi Drop Delivery Experience
- Must have a valid Driver Certificate of Professional Competence (CPC) Card
- Display excellent customer service and interpersonal skills.
- Be a highly motivated individual who can work to set deadlines.

Rigid Driver - Musgrave Group Cash & Carry - Jobs.ie - Jobs in Ireland.... Page 2 of 4

Be a team player with the ability to work on own initiative
- Possess good problem-solving skills
- Good Road knowledge of Waterford and surrounding areas
- Good written, oral and communication skills
Skills:
Full Clean C Category Driving Licence, valid Driver Certificate of Professional Competen, Good written, oral and communication skills
Musgrave
Musgrave Group Cash & Carry
Musgrave Group Cash & Carry
Musgrave Group Cash & Carry Olivia Rogers

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Experienced Hotel Receptionist 🦽

Hotel Minella

REPORT THIS JOB

Share this job:

- O Clonmel, County Tipperary, Ireland
- € €22,000 €26,000
- Permanent | Full Time
- Today



APPLY NOW

Description Company Details

Be part of a Front Office Team with a friendly face that greets guests, provides a warm welcome and anticipates guests needs.

Job Description:

- · To greet guests in a warm, friendly manner.
- Checking in and out guests efficiently, dealing with cash, payments, reservations, emails, phone calls, and all other queries. To answer the telephones in a friendly, professional manner, transferring calls to correct extensions and dealing with requests.
- To update reservations, reply to emails and call backs.
- To allocate all rooms correctly keeping in mind groups taking into consideration age groups disabilities or special requirements.
- To take reservations correctly, noting any special requests.
- To promote and sell the Hotels facilities at all times.
- To ensure billing is correctly done to the agreed standards.
- Effective communication with Management, other employees to ensure the day to day business runs smoothly.
- A strong local knowledge of Clonmel, Co Tipperary.
- To assist in any other duties as set out by management.

Ideal Candidate:

Pg 10+2

The ideal candidate shall have previous Hotel Reception experience or must have previous experience in a similar role. Good telephone skills & Hotel software experience.

You must be customer focused and have excellent customer service skills. The ability to use your initiative is a must and be a good team player. We would require the candidate to be patient and organised and be able to deal with a multitude of tasks and have the ability to prioritise these tasks. You must be fully flexible to work mornings, evenings and weekends as required. You must be fluent in English both written and oral. Be courteous and focus on providing a consistently high standard of service. The ideal candidate must be focus driven and detail orientated, with the desire to progress within the hospitality industry. You must possess excellent communication and interpersonal skills.

Benefits of working for Hotel Minella:

- · Uniforms provided
- · Staff meals provided for each shift
- Training and Development opportunities Fáilte Ireland Certified Courses, Manual Handling, First Aid & Customer Services
- · Access to Leisure Centre and Gym
- Reduced rates for hotel-stays across stays with Select Hotels Group
- Working hours 8am-4pm/3pm-11pm 5 days per week.

To Submit:

- · Please submit your fully detailed CV to Sharon
- Due to current Covid-19 Restrictions you have to living in Ireland to apply for this
 position
- Ensure you mention the position reference (Reception) as we are recruiting for various positions at the same time.
- Only successful applicants who have the experience required will be called for interview.
- Should you not hear from us within two weeks of your application for this position, please accept that your application was unsuccessful.

Skills:

Fluent in written and spoken English, Previous Experience with Hotel Front Office System, Excellent Customer Service & Sales Skills, Experience with Cash & Credit Card Handling, At least 2 years Experience in 4/5 Star Hotels

Benefits:

Uniforms provided, Use of Leisure Centre & Gym, Staff meals provided



Hotel Minella

Human Resources

**** +353 0526188605

Coleville Rd, Croan Lower, Clonmel, Co. Tipperary, E91 FY97, Ireland

Pg 20+2

* Apply Via jobsirelandiex



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Yardperson/Work Rider



Yardperson/Work Rider Required.

Must be a competent rider. Yardwork also required.

To apply please send CV to: recruitment@hotelminella.le or telephone John on: 086 205 2072

Ensure you mention the position reference (Yardperson/Work Rider) as we are recruiting for various positions at the same time.

Only successful applicants who have the experience required will be called for interview. Should you not hear from us within two weeks of your application for this position, please accept that your

application was unsuccessful.

Career Level

Experienced [Non-Managerial]

Candidate Requirements

Essential

- Minimum Experience Required (Years): 3
- Minimum Qualification: No Qualification OR Experienced Work Rider

Desirable

- Ability Skills: Interpersonal Skills, Manual
- Competency Skills: Flexibility, Teamwork, Working on own Initiative

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

Method Of Application Phone Email Contact Details 0862052072 recruitment@hotelminella.ie

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Overview

- **♀** Location: Clonmel, County Tippera Ireland
- 🚨 Job Title: Yardperson/Work Rider
- @ Hours: 35 h / week
- No of Positions:
- (@) Rate: Negotiable
- Phone Contact: 0862052072
- @ Email Contact: recruitment@hotelminell

ABOUT THIS COMPA



Company Hotel Minella

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Driver (PAID POSITION)



NEWMAN LOGISTICS SOLUTIONS LIMITED Ref: #JOB-2153076

Drivers Wanted. Rigid Truck C Licence Driver Clonmel Co Tipperary

Immediate start, Great Opportunity.

This is for multi-drop work based in above areas.

Position is Full time permanent.

Applicants should live locally and have a good local knowledge of Tipperary & Waterford.

Clean Full C Licence. Minimum 2 years driving experience. Digi Tacho card and CPC Card also required.

Manual Handling Training Cert an advantage. References essential.

This is a day-time driving job, normally during weekdays (Mon-Fri) although Saturday may be required too, (Tues-Sat).

Duties include loading & unloading of truck and dealing with customers in a professional and helpful manner.

Experience of Tail-lifts, Pallet trucks & cages is an advantage. Excellent terms & conditions for the right candidate.

Newman Logistics is a well established, fully licensed haulage company operating trucks & vans throughout different parts of the country.

Career Level

Not Required

Candidate Requirements

Essential

Minimum Experience Required (Years): 2

Desirable

- Minimum Qualification: No Qualification
- Ability Skills: Customer Service, Manual
- Competency Skills: Flexibility, Teamwork
- Specialising In: manual handling certificate de
- Driving Licence: Full C

Overview

- Clonmel, County Tippera
 Ireland
 Irela
- Job Title: Driver
- ② Hours: 40 h / week
- No of Positions:
- Rate:
 To be Confirmed
- @ Email Contact: info@newlogistics.ie

ABOUT THIS COMPA



Company NEWMAN LOGISTICS SOLU LIMITED

Pg lof2

Method Of Application	Email			
© Contact Details	info@newlogistics.ie			
d				
Our Mission		Jobsireland	News	Browse
We aim to make JobsIreland the mo	▶ About us	Our News	 Find Jobs 	
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Pg 2 of 2

gether - Your Success, Our Goal #TETB

Customer Care Mathematics

Computer Applications Retail and Office Skills

> **Work Experience** Career Planning

> > Carrick-on-Suir

Sept 2020 - May 2022

9.00-3.45pm Mon- Fri

Contact: Fiona 051 649932

Please note applicants must be over 21 and receipt of a qualifying

















					CAR	RICK OI	N SUIR
PLSS Ref. Number	Course Title	QQI Level	Day(s) of Course	Time	Duration (weeks)	Start Date	End Date
276227	Woodwork 3N0589	3	Tuesday	9.30 am - 1.00 pm	14	08/09/2020	15/12/2020
276230	Culinary Operations 3N0549	3	Tuesday	9.30 am - 12.30 pm	14	08/09/2020	15/12/2020
276232	Information and Communications Technology 4M0855 Computer Applications 4N1112; Word Processing 4N1123; Desktop Publishing 4N1854; Communications 4N0689; Maths 4N1987	4	Thursday & Friday	9.30 am - 1.00 pm	31	14/09/2020	28/05/2021
276243	Retail Skills Retail Sales Techniques 4N1183; Customer Service 4N1989	4	Monday & Tuesday	9.30 am - 1.00 pm	14	07/09/2020	23/02/2021
276262	Early Childhood Care & Education 5M2009 (Evenings) Child Development 5N1764, Communications 5N0690; Work Experience 5N1356; Special Needs Assisting 5N1786	5	Monday & Wednesday	6.30 pm - 9.30 pm	35	14/09/2020	30/06/2021
276298	Care Skills 5N2770 (Evening) - Healthcare Level 5 component	5	Monday & Wednesday	6.30 pm - 9.30 pm	10	14/09/2020	18/11/2020
276300	Safety and Health at Work 5N1794 (Evening) - Healthcare Level 5 component	5	Monday & Wednesday	6.30 pm - 9.30 pm	10	23/11/2020	10/02/2021
276342	Communications 5N0690 (Daytime) - Healthcare Level 5 component	5	Thursday & Friday	10.00 am - 1.30 pm	9	17/09/2020	20/11/2020
276355	Safety & Health at Work 5N1794 (Daytime) - Healthcare Level 5 component	5	Thursday & Friday	10.00 am - 1.30 pm	9	26/11/2020	05/02/2021

Back to Education Initiative (BTE1)
Carrick-on-suir

Please note that start date for some courses may be subject to change.

* Check out fetcheousses ie for More details

OR

Phone Annie Dalton @ the Local Employment Service (LES) on 086-035 8613

or email

annie.dalton@wip.ie



course is suitable to any business handling or

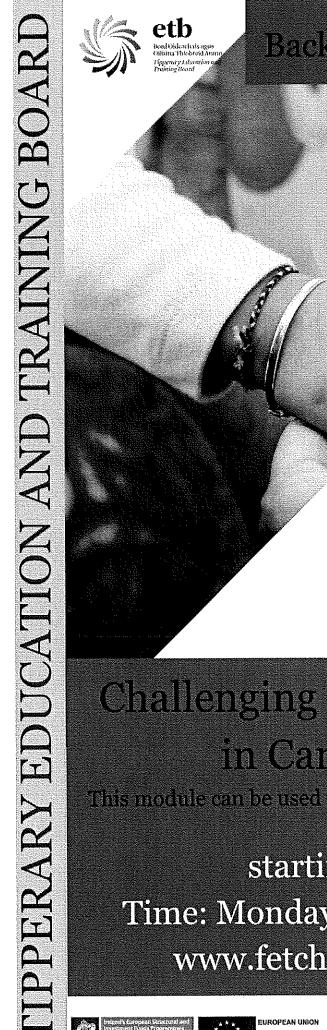
preparing food.



Apply online @ fetchcourses.ie

Course Ref: 300947/300948

SOLAS learning works



Back to Education Initiative

FREE to Social Welfare Recipients, **Medical Card** Holders, CE Participants or Early School Leavers

CONTACT US



0526176755

ng Together - Your Success, Our Goal #TETB



www.tipperaryetb.ie



bwhelan@tipperaryetb.ie

Challenging Behaviour 5N1706 in Carrick on Suir

This module can be used towards Healthcare and Childcare L5 AWARES

starting Sept 2020

Time: Monday & Tuesday 9.30-1pm www.fetchcourses.ie/301423

















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18 Weekly Workshops

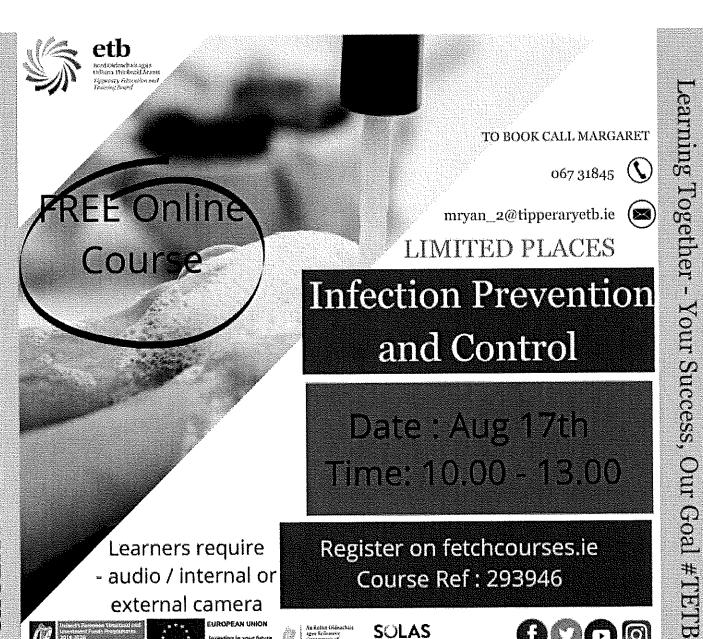
Tipperary 16th Sept

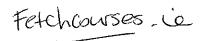


etb

Bord Oideachals agus Oillúna Thiobraid Arann Tipperary Education ánd Training Board To Book Your Place

James @ Tipperary ETB 0504-20385 employerservices@tipperaryetb.ie





285959 - Construction Groundworks Skills Operator (with Tickets)

The aim of this full-time 18 week the programme is to provide learners with the knowledge, skills and competence to construct concrete slabs and paths and to lay kerbs, flags and paviors under various conditions.

Learners who successfully complete the course will achieve a Special Purpose Level 4 Award in Construction Ground Work Skills and will be eligible to seek employment as Construction Operatives.

Included in this course:

- Induction
- · Concreting (QQI Level 4N2849)
- . Kerb Flag and Paviour Laying (QQI Level 4N2848)
- · New Entrant Site Dumper Operations Ticket (CSCS)
- New Entrant 360° Excavator Digger Ticket (CSCS) Mini Digger
- · New Entrant Telescopic Handler Ticket (CSCS)
- · Safepass
- · Manual Handling
- · Career Planning & Job Seeking Skills

Eligibility Criteria:

- · Applicants muct be over 18 years of age
- · have a minimum of three months construction on-site experience



ENTRY REQUIREMENTS

- · Education: Junior Certificate Standard or its equivalent.
- Aptitude: Good hand/arm co-ordination. Ability to measure and quantify materials required for a job.
- Previous Experience: N/A

COURSE CONTENT

Title	Award	Awarding Body	Duration	18 Week	
Induction			TimeTa	ble	
andation			Mor	ning Afternoc)
Concreting - 4N2849	Concreting (4N2849)	QQI	Mon >	х	
			Tue	ζ X	
Safety And Manual Handling			Wed ;	× ×	
			Thur	X X	
Kerb Flag And Pavior Laying - 4N2848	Laying Kerbs, Flags & Paviors	QQI	Fri :	X.	
	(4N2848)		Sat		
Safepass			Sun		
Carepass			_		
Induction And Safety - Site Dumper Operations	Site Dumper Operation (Front Loader) (07U)	QQI	Faciliti	38	
Induction And Safety - 360° Excavator	360° Hydraulic Excavator	QQI	Contact		
Operations	Operation (02U)		Catherine OCallaghan		
Safe And Efficient Operations Of A	A Telescopic Handler Operation		052 619 1433		
Telescopic Handler	(17U)	QQI	cocallaghan@tipperaryetb.ie		

LEARNING OUTCOMES

Demonstrate knowledge of the construction industry environment.

Practice safe manual handling techniques and correct operation procedures for small plant and machinery.

Work on construction sites without being a risk to themselves or to others. Note: As an 8 hour duration within one day, is a mandatory requirement to complete this Safepass module, it is important Or email Annie in the Local that the training centres extend their day to 8 hours is expected. that the training centres extend their day to 8 hours in order to accommodate this requirement. Mix concrete using an Electric Concrete mixer, transport, place, compact and finish concrete using hand float/trowel and power float.

Plan and Achieve realistic work goals.

Demonstrate a broad range of occupational competencies in a real work environment.

ETB Gurses Carrick-on-Sur

Qualifications

Location

Tipperary Training

Contracted Training CARRICK ON SUIR

Carrick on Suir Carrick on Suir

GPS (52.3475, -7.4134)

RIVER SS PARK R696



σX Start Date End Date

28/09/2020 29/01/2021

	Morning	Afternoon	Evening
Mon	X	Χ	
Tue	Х	χ	
Wed	X	Χ	
Thur	Χ	Χ	
Fri	Х		
Sal			
Sun			

Apply Now

Check out Fetch Causes Employment Service (LES)
annie dalton@WLP.io

OR phone 086 035 8613

285923 - Medical Administration Support

Programme Aim

The aim of the programme is to provide learners with the skill, knowledge and competencies to provide administrative support in a medical office environment.

Employability Statement

The successful completion of the QQI Level 5 award in Medical Administration will enable applicants to work independently and under supervision providing administration services and support in a range of Medical office administration contexts in a modern office environment.

Apply Now

ENTRY REQUIREMENTS

- · Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
- · Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- · Previous Experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

COURSE CONTENT

Title	Award	Awarding Body
Reception And Frontline Office Skills	Reception & Frontline Office Skills (5N1407)	QQI
Medical Terminology	Medical Terminology (5N2428)	QQI
Word Processing	Word Processing (5N1358)	QQI

LEARNING OUTCOMES

Learning Outcomes

On completion of this programme learners will have the knowledge, skills and competencies to work independently and under supervision providing administration services and support in a range of office administration contexts. Learners also have the option to progress to higher education and training.











* Check out Fetchcourses.ie OR Contact Annie @ Contact

The Local Employment Service Catherine Ocallaghan

(LES) 052 619 1433

cocallaghan@tipperar

on 086-035 8613

OR email!

annie dalton @Wlp.ce

Oualifications Office Administration

Location

Tipperary Training

Contracted Training CARRICK ON SUIR Carrick on Suir Carrick on Suir



4	Start Date	18/01/2021 🔗
•	End Date	07/05/2021
	Duration	16 Weeks

TimeTable

Morning	Afternoon	Evening
Х	Х	
Х	X	
Х	X	
Χ	Х	
X		
	х х х	x x x x x x x x x

cocallaghan@tipperaryetb.ie

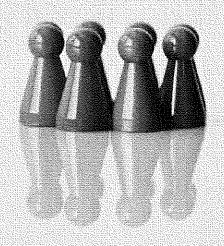
Apply Now





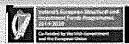
www.tipperaryetb.ie www.fetchcourses.ie

Supervisory Management





Evening Course in Clonmel















Jearning Together - Your Success, Our Goal #TETB



Eligibility

ECollege courses are temporarily being made available free of charge as an additional support to those impacted by Covid-19 containment measures. The courses may benefit those already doing a FET course who would like to augment their learning, those who have recently become unemployed or had their hours reduced, and those wishing to up skill and re-skill in digital, ICT and business skills related areas.

You must be over 18 to apply for these courses

CHECK OUT <u>WWW.ECOLLEGE.IE</u> FOR FULL COURSE LISTINGS AND DETAILS OF HOW TO APPLY

OR

Contact Annie at the

Local Employment Service (LES)

annie.dalton@wlp.ie

086-0358613



Check out <u>www.fetchcourses.ie</u>
for a full list of courses for
Tipperary South, Waterford City
etc

Community Employment Scheme (CE) Vacancies

Housekeeper - Sean Kelly Sports Centre CE Scheme

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

Athletic Coach - Maintenance Person CE Scheme

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

Research Development Officer CE Scheme

The business Development Officer will work for Carrick on Suir Development Association under direction of the Carrick-on-Suir Business Association (COSBA). This person will help organise the planning and implementation of the business watch for the organisation. This will be achieved by setting up and developing full members list, populating the website, maintaining the Carrick On Suir Gift voucher scheme, handle all press releases, handle queries from members, assist with the production and distribution of newsletters and assist with the organisation, planning and execution of COSBA events, i.e. shopping sprees, 10% etc

Parish Support Worker CE Scheme - Carrick Beg

General Office duties with in the parish office, admin support and some cleaning in the church if required.

Assistant Youth Worker CE Scheme - Carrick-on-Suir

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.. Varied role that can focus on the participants strengths and talents. All aspects of youth work including recruiting, planning, delivering and reviewing interaction with young people. If you want to be part of a team and would like to work with todays youth, this is for you. Position located in Carrick-on-Suir.

Maintenance Person / Grounds person CE Scheme -Clonea Graveyard

Grass cutting and general maintenance at the graveyard.

Maintenance Person / Groundsperson CE Scheme - Rathgormack GAA club

Grass cutting and general maintenance at the GAA club.

Maintenance Person / Groundsperson CE Scheme - Rathgormack Hiking Centre

Indoor and outdoor maintenance at Rathgormack Hiking Centre.

Maintenance Person / Grounds person CE Scheme - Mothel

Grass cutting and general maintenance at Mothel Graveyard and Well

Cleaner / Kitchen Helper CE Scheme - Owning Homes

Duties will include: Food preparation and cooking, cleaning and laundry. Some weekend work. Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Grounds and Maintenance Worker CE Scheme- Piltown Community Centre

To assist with the general maintenance and upkeep of Piltown Community Center. Cutting Grass, Litter Control, Strimming, Cutting Hedges, Painting etc.

If you are interested in any of the above CE Scheme's please contact Annie Dalton (Employment Guidance Officer) about how to apply, Tel/Text: 086-0358613 or email annie.dalton@wlp.ie