

THIS WEEKS JOB VACANCIES

4th November 2020

THIS JOB VACANCY PACK CAN ALSO BE VIEWED ONLINE @

WWW.WLP.IE

UNDER Jobseeker & Employer Tab

Hit 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



The Nationalist
5/11/20

Due to continued and sustained growth an engineering company based in the Thurles area are currently looking to recruit for the following positions:

STAINLESS STEEL FABRICATOR

Experience in stainless steel fabrication, polishing and TIG welding

Ability to work on their own initiative

Self motivated and organised Safety conscious and able to maintain clean and tidy work space

APPRENTICE STEEL FABRICATORS

1st or 2nd year apprentice

Highly motivated person, must be able to work in a team and on one's own initiative

Strong communication skill,

the ability to take directions on-site

If you are interested in applying for these positions, please forward a current CV to

info@thurleseng.ie or for information contact **086 1201844**

SAFE PASS COURSE

TO BE HELD IN CLONMEL ON

**FRIDAY 13th &
FRIDAY 20th NOVEMBER**

TO BOOK TELEPHONE

052 6123111 OR

086 8121590 OR

EMAIL: peter@semiton.com

DENTAL PRACTICE IN CLONMEL

SEEKS RECEPTIONIST

**STARTING 2 DAYS A WEEK
WITH THE POSSIBILITY OF
FULL TIME.**

Email CV to

westgatedentalclinic@gmail.com

MEDICAL SECRETARY/ RECEPTIONIST

REQUIRED

**PART TIME
AT CAPPOQUIN HEALTH CENTRE**

Experience required:

- Administration and general office experience
- Dealing with the public • Microsoft Office/Socrates
- Good telephone skills • Office procedures
- Good Computer skills essential

CV to casey.derek@gmail.com

by Friday 13th November.

The Nationalist
5/11/20

LOCAL IRELAND

Director – Local Ireland

Local Ireland is the voice of the Irish local news publishing industry and the promotional brand of the Regional Newspapers and Printers Association of Ireland (RNPAI).

Local Ireland represents 46 local newspapers including their websites and social media across Ireland; promoting best business practices; researching and campaigning on industry issues to develop ethical and sustainable businesses. Our highly trusted brands allow advertisers to target regions, cities, towns, and rural areas. Due to the retirement of the current Director, Lansdowne Executive Search has been retained to recruit an individual to lead the organisation through its next phase of growth.

We are looking to attract an experienced individual to represent the interests of Local Ireland to government, relevant state bodies, Press Council, the wider media industry, and trade associations. You will have a genuine interest and knowledge of media, publishing, both print and digital platforms and have a passion for the advancement of local business. You will have experience in actively leading the development of strategy and implementation of policy to influence commerce at local level. You will collaborate with other relevant representative bodies to influence both at industry and government level.

Your background will demonstrate the appropriate marketing and administrative skills to manage a proactive representative association. You will have the influencing and stakeholder management skills to work effectively with a cross section of industry players in the most beneficial manner.

A dynamic, highly collaborative, and self-motivated work style is essential, supported by exacting personal standards in terms of quality, communications, and the desire to succeed.

The association is flexible regarding location and prepared to consider either a full time salaried or part time consultancy option.

An attractive remuneration package will be offered to the successful candidate.

Candidates will be sourced through both Advertising and Executive Search processes.

**To pursue your interest, please email a comprehensive CV and supporting letter to:
Tom Keane, Partner, Lansdowne Executive Search.
Email: tom.keane@lansdownesearch.ie**

**For a confidential discussion, please contact
Tom Keane at +353 87 7413085.
Closing date Friday November 20th, 2020.**

 **Lansdowne**
executive search
www.lansdownesearch.ie

Lansdowne Executive Search, 13 Priory Office Park, Stillorgan, Co. Dublin

EXPERIENCED CONSTRUCTION OPERATIVES REQUIRED

TIPPERARY AREA

MUST HAVE VALID SAFEPASS

021-4355520

087-9961714

Email: a.hickey@oandb.ie

CARETAKER/HANDYMAN REQUIRED IN KILSHEELAN.

- Long Term Position for right candidate
- Live-in Role, Accommodation Provided
- References Essential

**Please contact:
SH-enquiries@outlook.com**

Confidential

Smile and be happy

POSITION AVAILABLE FOR **RECEPTIONIST - ADMINISTRATOR**

IN BUSY DENTAL SURGERY.

**Ideal candidate has experience in
medical / dental practice.**

**Please send CV to
Confidential, 28 Castle St, Cahir, Co. Tipperary.**

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Lansdowne Executive Search, 13 Priory Office Park, Stillorgan, Co. Dublin

Munster Express
3/11/20

SECURITY OFFICER

(Grannagh Business Complex)

Requirements:-

PSA Licence

Good Communication Skills

Computer Literacy

Night Duties

Satisfy Medical

Own Transport

Contact: 087 9577 963



SignaCare
WATERFORD

Exciting opportunities In new nursing home

SignaCare Waterford is a new, state-of-the-art, luxury nursing home in Ferrybank, Waterford. While we have assembled an excellent team of talented professionals, there are still some vacancies we need to fill as we continue to grow and develop.



WE ARE RECRUITING

We specifically require the following people:

- Health Care Assistants
- Catering & Housekeeping
- Administration Staff
(experience required in payroll management & accounts)
- Maintenance Staff

We offer many great benefits including:

- Excellent Salary Rates
- Caring Work Environment
- Innovative Approach to Older Person Care

To apply for any of the above positions, please email your CV to info@signacare.ie

For more information,
call 051 899 013



wwetb

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

INSTRUCTOR VACANCY WATERFORD TRAINING CENTRE

Applications are invited from suitably qualified persons to fill the following vacancy:

INSTRUCTOR WELDING (1 Post Waterford – Permanent)

The successful candidate will be required to instruct Apprentices on Phase 2 of the Standards Based Apprenticeship Curriculum in both practical and related theory to an agreed certified level at our Training Centre.

The salary for the post of Instructor at entry level ranges from €40,666 to a maximum of €64,701 per annum. The successful candidate's qualifications and experience will determine the actual salary within this range.

All details including Application form and a Job Description can be downloaded from <http://waterfordwexford.etb.ie/vacancies>

Completed applications should be submitted to vacancies@wwetb.ie by 4:00pm on Friday 20 November 2020.

WWETB is an equal opportunities employer and applications from suitably qualified people with disabilities are actively encouraged.

Canvassing will disqualify. All appointments are subject to the sanction of the Minister for Education & Skills. Shortlisting may apply.

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Lansdowne
executive search

www.lansdownesearch.ie

Lansdowne Executive Search, 13 Priory Office Park, Stillorgan, Co. Dublin

Waterford
News + star
31/11/20

PERSON WANTED

Suit Secondary school or college leaver
Pressure Cleaning Schools, Factories, Houses etc,
Please contact Pat on 087-2581507 After 7pm

Kilkenny People
6/11/20



AUT EVEN HOSPITAL
KILKENNY

**WE'RE
READY
FOR YOU**

Your health
and safety is our
highest priority

We are recruiting across a number of areas:

- **Staff Nurses**
- **Theatre Nurse**
- **Theatre Porter**
- **Theatre Housekeeper**
- **CSSD Operative**

Come join our great team

Please log on to autevenhospital.ie for more information.

Aut Even Hospital is an equal opportunity employer.

◆ *The Hospital of Choice for Patients, Doctors and Staff* ◆

Freshford Road, Kilkenny, Ireland
T: 056 7775275 | E: info@auteven.ie | W: autevenhospital.ie



Experienced childminder available

Experienced kind reliable childminder
available to mind child in childminder's
home located near Kilkenny City
for 4 to 5 days a week.

References available if required.

Contact 087-7984897

Childminder Wanted

for school going child.
Danesfort/Racecourse area.
Three or four days a week.

Morning: 2 days a week only. 7 am start: prepare child for
school Drop child to bus stop. Bus collects at 8.20

Afternoon: 3 or 4 days a week. 1.50 pm collect child from
school. Care for child. 2 hours

References required. Own transport essential. Please contact:

086 107 7235

LOCAL
IRELAND

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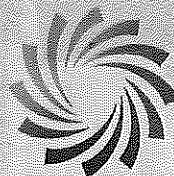
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Kilkenny People
6/11/20



etb

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

Kilkenny Youthreach RESOURCE WORKER – ENGLISH & LCA MODULES

Leaving Certificate and Leaving Certificate Applied.
Specific Purpose Contract – 37 hours per week
approx.

Our programmes require Resource Worker to provide direct class contact for Leaving Certificate Applied and Leaving Certificate classes and resource duties in the delivery of the programme. A high degree of motivation and commitment to a student-centred model of learning is essential.

A panel may be created for the filling of other posts which may arise.

Closing Date: Friday, 20 November 2020 (12 noon).

Provisional Interview Date: week commencing 30 November 2020.

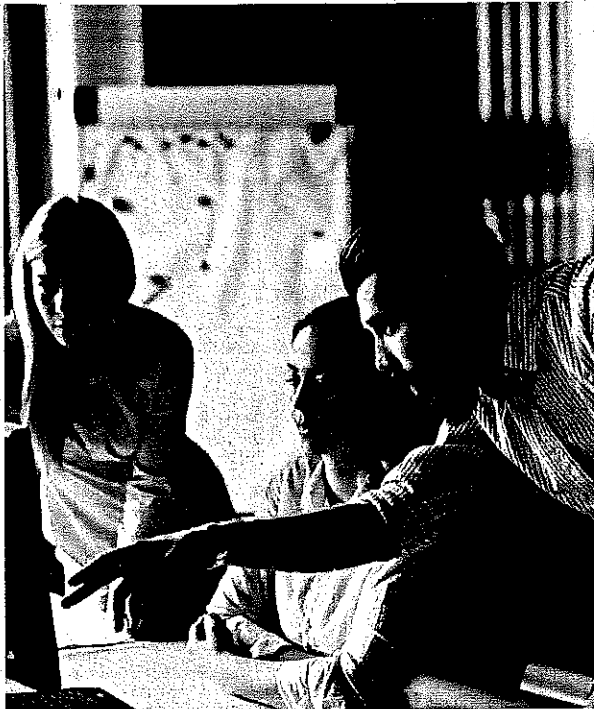
Further details and application forms available from
www.kcetb.ie

Youthreach Kilkenny is co-funded by the Government of Ireland, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.



Riadas na hÉireann
Government of Ireland

Kilkenny People
6/11/20



DUNDALK DundalkDemocrat.ie
Democrat

Managing Editor

Attractive salary package

An exciting opportunity has opened up for a rising star in journalism as The Dundalk Democrat is looking for a new Managing Editor.

In print and online, this newspaper continues to serve its local community with great passion and flair, reflected in its continued excellent coverage of local news and sport in its community.

As Managing Editor of the Dundalk Democrat you would be responsible for continuing the high standard of coverage, and for representing the newspaper in the local community, maintaining its leading position while implementing the strategies that will continue to strengthen the title.

The Dundalk Democrat is the voice of the town, backing the interests of the people of the area. Its exceptional website, www.dundalkdemocrat.ie, with over 1 million page views per month, is a market leader in the area.

The ideal candidate would have an exceptional news sense in this very busy news patch. They would have a strong contacts book. An understanding of the local newspaper market and the ever evolving needs of local readers would also be essential. Continuing the high editorial

standards in the design of the newspaper and its websites, they would also have a strong social media presence, and an ability to work in the varied media environment which ranges from online to print and video.

The ideal candidate will be the voice of the local community in Dundalk, with the ability and personality to work in a fast paced environment, generating and maintaining contacts in the community.

Candidates must have a strong track record in journalism at a senior level. Exceptional credibility is a must and this role is ideally suited to a highly motivated individual with a flair for writing, an eye for detail.

The newspaper is a member of the country's leading regional newspaper group - Iconic News - and the Managing Editor would be joining an editorial team of professional, dedicated and talented journalists working in communities throughout Ireland.

To apply, please email brian.keyes@iconicnews.ie with a CV, covering letter and examples of your work.

The closing date for applications is Friday November 20, 2020.

An Iconic business



Kilkenny People

Managing Editor

Attractive salary package

One of Ireland's leading newspapers, The Kilkenny People, is looking for a new Managing Editor.

An outstanding candidate is sought to lead this highly respected title and its experienced editorial team. The role of the Managing Editor of the Kilkenny People is one of the most challenging and exciting jobs in local journalism, playing a key role in a vibrant local community which has a passion for sport, arts, business, rural life and heritage. The title is dedicated to providing the best and most complete coverage for its discerning readers in print and online.

You would be responsible for continuing the high standard of the newspaper. Representing the Kilkenny People in the community, maintaining its leading position while implementing the strategies that will continue to strengthen the title. The Kilkenny People newspaper is a huge part of local life.

The ideal candidate should be an experienced journalist with a strong work ethic, willing to lead from the front. They would also have a well honed news sense, and an understanding of the local newspaper market and the ever evolving needs of local readers. They should also be proficient in maintaining high editorial standards in the design of the newspaper and

its websites. A strong social media presence, and an ability to work in the varied media environment which ranges from online to print and video, would be key strengths.

The ideal candidate will be the voice of the local community in Kilkenny, with the ability and personality to work in a fast paced environment, generating and maintaining contacts in the community.

Candidates must have a strong track record in journalism at a senior level. Exceptional credibility is a must, likewise a solid contacts book. This challenging role is ideally suited to a highly motivated individual with a flair for writing and an eye for detail.

The newspaper is a member of the country's leading regional newspaper group - Iconic News - and the Managing Editor would be joining a group wide editorial team of professional, dedicated and talented journalists working in communities throughout Ireland.

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An Iconic business



OTC Sales Assistant

McCauley Health and Beauty Pharmacy - Clonmel, County Tipperary

Part-time

Apply Now

McCauley Health & Beauty Pharmacy are a unique and highly successful "One Stop Health and Beauty Shop". We are the leading Irish owned pharmacy chain with 36 branches nationwide and over 600 colleagues. We are currently looking for a **Part Time OTC Sales Assistant** to work in our store based in Showgrounds Shopping Centre, Clonmel, Co. Tipperary

As an OTC Sales Assistant you will be responsible for taking care of the OTC counter and shop floor sales and be the main point of contact for our valued customers.

As the face of McCauley Health & Beauty Pharmacy, it is important that the successful applicant demonstrates excellence in the following skills and attributes:

- Previous Pharmacy OTC experience in a community Pharmacy with excellent product knowledge would be an important advantage.
- Strong communication skills and the ability to get along with a variety of different personalities.
- Good prioritising, multi-tasking and organisational skills.
- Be confidential and empathetic to our Customer needs.
- Must have a strong work ethic.

Key Responsibilities:

- To deliver a high level of customer service and to adhere to company policies and ethos.
- Ability to offer customers exceptional assistance.
- To ensure that the pharmacy is properly merchandised and kept clean and tidy and ensure that stock levels are maintained correctly.
- Cash handling and stock rotation.

We can offer you:

- Competitive Hourly rates
- Great Colleague Discount
- Social Funds
- Maternity benefit after two years of service subject to terms and conditions
- Annual Leave which increases with service
- PRSA contribution
- Further educational assistance
- Bike to work scheme
- Uniform provided
- Awards for long service

Only successful candidates will be contacted.

APPLY VIA WWW.INDEED.COM



Production Operator (Weekend Night Shift - 6 month contract)

Clonmel, County Tipperary

About Abbott

Abbott is a global healthcare leader that helps people live more fully at all stages of life. Our portfolio of life-changing technologies spans the spectrum of healthcare, with leading businesses and products in diagnostics, medical devices, nutritionals and branded generic medicines. Our 107,000 colleagues serve people in more than 160 countries.

Abbott serves the Irish market with a diverse range of healthcare products including diagnostics, medical devices and nutritional products. In Ireland, Abbott employs over 4,000 people across nine sites. We have six manufacturing facilities located in Clonmel, Cootehill, Donegal, Longford and Sligo and a third-party manufacturing management operation in Sligo. Abbott has commercial, support operations and shared services in Dublin and Galway. We have been operating in Ireland since 1946.

Abbott Ireland Vascular Division Clonmel

Abbott Vascular is one of the world's leading vascular care businesses. Abbott Vascular is uniquely focused on advancing the treatment of vascular disease and improving patient care by combining the latest medical device innovations with world-class pharmaceuticals, investing in research and development and advancing medicine through training and education.

Our broad line of vascular devices—which includes vessel closure, endovascular and coronary technologies—are used to treat vessel diseases of the heart, carotid arteries and peripheral blood vessels. These vessel diseases can lead to heart attack, stroke, critical limb ischemia and other serious vascular conditions.

PURPOSE OF THE JOB:

Performs a wide variety of electronic, mechanical, or electro-mechanical assembly operations on assemblies or sub-assemblies. Sets up and operates automatic or semi-automatic machines. May perform other tasks including, but not limited to; placing labels on packages, and putting data sheets with product.

MAJOR RESPONSIBILITIES:

Responsible for compliance with applicable corporate and divisional policies and procedures.

- Assembles, repairs, inspects and/or tests products following written instructions. Ability to read and comprehend basic instructions and other work related documents, written in English.
- Sets up and operates a variety of manufacturing machines or equipment following written instructions in the English language.
- Cleans tools and equipment per documented procedures.
- Records information on approved documents.
- Disposes hazardous waste material on corresponding hazardous waste areas.
- Resolves problems and make routine recommendations.

- Trains other employees when necessary.
- Maintains all position certifications up to date as required to remain in compliance.
- Completes daily work to meet established schedule with guidance from supervisor on prioritisation of tasks.
- Solves problems of limited scope and complexity requiring basic interpretation of well-defined procedures and practices. Maintains confidentiality in handling sensitive information or documents.
- Responsible for compliance with applicable corporate and divisional policies and procedures.

EDUCATION & COMPETENCIES:

- Education/ Experience: Leaving Certificate with a minimum of grade D in five ordinary level subjects including Maths and English or a pass rating in an Aptitude Test selected by Abbott Vascular. Relevant work experience advantageous but not essential or an equivalent combination of education and work experience.
- Technical/Business Knowledge (Job Skills); Applies limited knowledge of business concepts, procedures and practices and a basic understanding of department fundamentals. Will perform this job in a quality system environment. Failure to adequately perform tasks can result in non-compliance with governmental regulations.
- Cognitive Skills: Performs routine tasks working from detailed written or verbal instructions. Assignments require limited judgement in troubleshooting proven processes.

Visit Abbott at <https://www.ie.abbott/> and connect with us on Twitter at @AbbottNews.

Connect with us at www.abbott.com, on LinkedIn at www.linkedin.com/company/abbott-/, on Facebook at www.facebook.com/Abbott and on Twitter @AbbottNews and @AbbottGlobal.

APPLY VIA WWW.INDEED.COM

Part Time Personal Assistant

Silvasti - Waterford
Part-time, Permanent

Duties include:

Preparing communications on behalf of a manager
Answering phone calls
Monitoring CEO's email and responding if required
Organising travel and itineraries
Organising and planning meetings

Requirements:

Previous experience required in this field.
Good Knowledge of Computer.
Strong organisational skills.

Experience:

Personal Assistant: 1 year (Preferred)

APPLY VIA WWW.INDEED.COM

Part-time PA wanted

KRM Kirby Technologies - Waterford
Full-time, Part-time

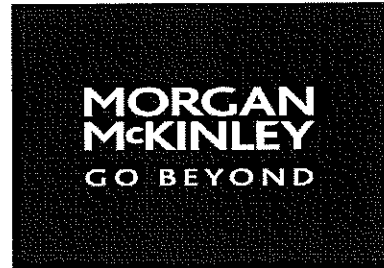
Part-time PA wanted on a flexible basis to work as an assistant to company Director,

Current activities of Company are in the Energy and Wind Sectors.

Someone looking to learn a new industry and to gain skills that will be unrivalled anywhere on the island of Ireland.

Company is expected to have a very high growth rate next year and successful Candidate will be trained to take up one of these senior Full time roles late 2021.

APPLY VIA WWW.INDEED.COM



Clinical Secretary - University Hospital Waterford

Morgan McKinley - Waterford

€10.20 an hour

The clinic secretary will perform clinical duties for outpatient clinics in the University Hospital Waterford.

Principal Duties and Responsibilities:

- Adhere to departmental policies, procedures and practices.
- Inbound call handling on all referral enquiries.
- Sit outpatient clinics, outcome appointments
- Chart preparation and collection for clinic
- Complete COVID screening calls with patients prior to them attending their outpatient appointments
- Assisting in setting up the outpatient areas for the clinics and liaising with medical secretaries

Desired Qualifications, Training and Experience:

- Previous medical clerical administration experience
- Proficient in Microsoft packages

Personal Attributes required:

- Able to maintain a high level of accuracy while working in a fast paced environment
- Strong attention to detail
- Excellent written communication skills
- Motivated by getting things done and done well
- Can work unsupervised and on own initiative
- Excellent investigative, problem solving and follow through skills.
- Flexible and adaptive
- Good team player
- Quick Learner

Quality / Continuous Improvement:

- Maintain a high level of attention to detail and focus on accuracy when capturing and processing information.

- Identify and communicate all nuances to existing processes to ensure continuous improvement.
- Escalate any queries which cannot be resolved to the appropriate channel

Productivity:

- Deliver on agreed performance targets. (KPI's will be set)
- Attendance.
- Drive self to continually deliver quality while maintaining a high level of accuracy.
- All activities logged and recorded to ensure Morgan McKinley's contribution is captured.

Teamwork

- Show a positive attitude.
- Build relationships with your peers, colleagues and manager..
- Look out for each other.
- Share knowledge with colleagues **and with Client.**
- Be flexible and adapt to different situations.
- Recognise the part you play in the team and contribute to its success.

Details of role:

- 40 hours per week
- Monday to Friday between 8am and 8pm
- €10.20 per hour
- Month to Month Contract
- Monthly pay, paid on 26th of every month

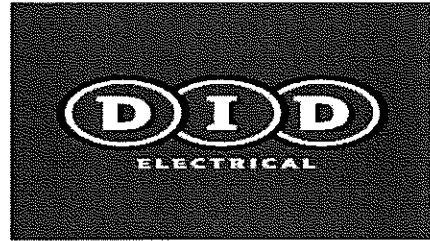
Schedule:

- Monday to Friday

Experience:

- administration: 1 year (Preferred

APPLY VIA WWW.INDEED.COM



Temporary, Full-Time Stockroom Assistant

DID Electrical - Waterford

€10.10 an hour - Full-time, Temporary

We are currently recruiting for a Temporary Full time stockroom assistant for our busy Christmas period in our Waterford store. The candidate is required to be fully flexible to cover daytime, last nights and weekends. Previous Stockroom experience is required.

In this role you will assist the Sales team in delivering excellent customer service within a faced paced environment.

Merchandising

- Maintain the branch in excellent merchandising condition.
- Re-stock shelves when necessary.
- Preparation of the store for stock take.
- Getting stock ready for branch transfers.
- Stock delivery and branch stock transfer duties.

Security

- To be vigilant at all time, following all company security procedures.
- Liaise with the management team and contact them with any security issues.

General

- Assist management in monitoring product lines.
 - Unloading of stock deliveries
 - Organising stock room
 - Offering assistance to customers
 - General house-keeping duties
- Attend company training sessions.
- Update pricing daily as per company memo.
- Follow all health and safety guidelines as directed by the company

Contract length: 3 months

Experience:

- Stockroom: 1 year (Preferred)

APPLY VIA WWW.INDEED.COM

General Operative

ISS Facility Services - Waterford

€10.80 an hour - Full-time, Permanent

Urgently needed

Salary: €10.80 p/hr **Hours:** 08:00-15:30 (Mon-Fri) **Total:** 35hrs per week

Job Objectives

- Visual inspections & ensuring that areas are clean & tidy, and free of any rubbish/waste
- Maintain services and operations to meet quality standards
- Ensure health and safety standards are upheld and accident reporting is completed in a timely manner.
- Ensure all waste is collected and deposited in accordance with client and ISS standards. Ensure all documentation is completed correctly and kept up to date
- Working in a safe manner, ensuring good housekeeping at all times.
- Complete all training, toolbox talks, RAMS for GO tasks.

Practical

- Ensure high standard of cleaning as directed by supervisor
- Use of cleaning equipment
- Care of equipment

Customer Relations

- Encourage good relations with all clients on contract site
- Promptly deal with any queries or complaints

Training

- Partake in basic induction training for new staff
- Partake in ongoing training from supervisor
- Cooperate with safe working practices (manual handling/safe use of chemicals etc)

HSEQ

- Read, understand and work in accordance with the company's HSEQ Policies.
- Complete tasks in accordance with company HSEQ procedures and work instructions
- Ensure safe work practices and procedures are followed on site
- Use of Personal Protective Clothing and Equipment

Application Deadline: 9/11/2020

Expected Start Date: 16/11/2020

Job Types: Full-time, Permanent

Salary: €10.80 per hour

APPLY VIA WWW.INDEED.COM

Apprentice Carpenter

Conor Phelan Construction - Waterford
Apprenticeship

Apprentice carpenter wanted

For immediate start, own transport would be an advantage,
must have a good work ethic and punctual.

APPLY VIA WWW.INDEED.COM

Deli Assistant

Maxol Cork Road - Waterford
€10.10 an hour - Full-time, Permanent

Deli assistant required for busy petrol station.

-Full flexibility required- Monday to Sunday

-Experience essential in fast paced food environment

-30-40 hours a week

Schedule:

- Day shift
- Monday to Friday
- Weekend

Experience:

- HACCP: 1 year (Preferred)

APPLY VIA WWW.INDEED.COM



Clerical Officer

Matrix Recruitment Group - Kilkenny
Contract

Matrix Recruitment are seeking to recruit a **CLERICAL OFFICER** for our client, based in **Co. Kilkenny**.

This is a **CONTRACT** role in within the Healthcare sector.

Key duties & responsibilities may include:

- Clerical Officer / General Administration duties
- E-Mailing, Database Entry, Photocopying, Filing, Chart archiving etc.
- Co-ordination
- Customer Service
- Ad-hoc duties and responsibilities

What are we looking for?

- 2-3 years' **Administration; Clerical experience**
- Public Sector experience desirable
- Strong communication and interpersonal skills
- Strong team player
- Confidentiality required – GDPR
- Self-motivated, proactive individual with lots of common sense
- Available immediately

Apply for this job now by emailing your WORD formatted CV to **Carol**.

By applying, you are giving consent for Matrix Recruitment to contact you about this job. We collect your data for recruitment purposes only and will retain it for the duration required as outlined in our privacy policy. All CVs are kept confidential and will not be submitted to any clients without your knowledge and consent.

Please note that due to the expected high volume of applications we can only reply to applicants suitable for the position. In the interest of protecting your data and informing you of your rights we will notify you should we retain your information by issuing an acknowledgement email and a request for consent where not already expressly given. We Value Your Trust.

APPLY VIA WWW.INDEED.COM

Plumber

Sigmar Recruitment - Kilkenny
€23.60 an hour - Full-time, Temporary, Contract

Apply Now

We are chasing qualified plumbers to assist with commercial works in the Kilkenny area with a well known mechanical contractor.

Our clients projects range from offices, schools, universities, age care and multi residential apartments & new domestic.

We currently have a huge demand for qualified plumbers who are skilled in the following areas:

- Drainage - below ground
- Sanitary works i.e. suspended sewer, stacks, rough in & fit off
- Maintenance Residential & Commercial

To apply you must have the following to considered:

- Qualified Plumber
- Valid Safe Pass & Manual Handling
- Own tools & transportation
- Strong work ethic
- Be available to start immediately

Whats on offer ? Casual hourly rate of €23.60 per hour & weekly pay and on time!

Immediate start for the right candidate!

Call Jason on 086 604 3376 for more information or apply below

Reference ID: JRPK1101

Job Types: Full-time, Temporary, Contract

Schedule:

- 8 hour shift

Experience:

- plumbing: 4 years (Preferred)

Licence:

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

APPLY VIA WWW.INDEED.COM



Administration Assistant

Enable Ireland - Kilkenny
Contract

We have an exciting opportunity for a **Administration Assistant** based at our Enable Ireland, O'Neill Centre, St Josephs Road, Kilkenny

Contract Status: 37 hours per week (3 month fixed term contract)

The Role: The post holder facilitate the smooth running of the Kilkenny Children's Services office and ensure the efficient running of recruitment and selection processes for the Carlow/Kilkenny area.

Overview of Duties & Responsibilities

- To provide support to the Services Manager; including drafting and typing of reports and other correspondence, to include filing, etc.
- To prepare documents, briefing papers and presentations as required.
- To record to, maintain and manage the office filing system, including both document and computer-based information, and archive files.
- To maintain the corresponding service user filing system, including compilation of files and subsequent archive system
- Ensure the security of Service User files at all times
- Be accountable for complying with Enable Ireland's policies and procedures
- To deal appropriately with incoming and outgoing post, email etc.
- To be responsible for office equipment, and for ensuring the appropriate maintenance of same.
- To compile and track service statistics as required.
- To co-ordinate specific projects or research as required by the Services Manager.
- To set up and organise the smooth running of staff briefings/meetings as required.
- To provide efficient reception cover.

The successful candidate will have:

Essential Criteria:

- Qualification in administration /business

- At least 2 years' experience of working in an administrative role
- Excellent computer skills especially in Microsoft Word and Excel
- Experience of administration requirements for HIQA and Tusla

Desirable Criteria:

- Experience of working in a health care setting
- Experience of maintaining Health and Safety Register
- Experience of dealing with members of the public

We would love to hear from you if you have a passion for working with our organisation and have the relevant experience/skills required for the role.

To apply please download person specification, job description and application form below and forward completed applications by email to Caroline Long at clong@enableireland.ie

Closing date for applications: Friday 13th November 2020 at 4.30pm

(Applications must be made on the Enable Ireland Application Form only. CV's will not be accepted)

Enable Ireland is an equal opportunities employer.

- The post will be subject to reference checks and may be subject to Garda vetting/police clearance, as relevant
- Due to the large volume of applications, we are not in the position to provide individual feedback to applicants who are not shortlisted for interview.
- Applications are invited from suitably qualified applicants from all sections of the community.
- The above information serves only as a guide to the advertised position. Enable Ireland, at its discretion, reserves the right to change this prior to appointment

Please review the Enable Ireland's External Data Protection Notice available at <https://www.enableireland.ie/privacy-policy> for details on how Enable Ireland processes applicant's personal information. Please note if you are invited for interview, we will share your personal data with: 1) Any virtual service provider we use to host the interview; and (2) the interview panel (if applicable). Your information will be stored for this purpose in line with our retention policy.


APPLY VIA WWW.INDEED.COM

Apply via jobs.ie

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Rigid Truck Driver


Quality Recycling LTD

Tipperary, Gortavalla, County Tipperary, Ireland

€29,000 - €30,000

Permanent | Full Time

1 Day Ago



Apply Now

Description	Company Details
<p>Description of Role:</p> <p>Quality Recycling LTD are recruiting for a Rigid Truck Driver to join our team for the Tipperary and Waterford Area</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Clean drivers Licence • CPC's must be up to date • Experience in the Bin industry is desirable but not essential • Strong time management skills • Ability to work under Health and Safety regulations <p>Key Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Treat all customers in a professional and courteous manner. • Provide all customers with a safe and professional service in accordance with company delivery procedures • Maintain good relations with existing customers • Promote the company, service and products at all times • Drive your vehicle in a courteous and safe manner with regard to other road users and in accordance with road legislation and company policies and procedures • Ensure the best care and use of the Company's vehicle and equipment <p>Please Note:</p> <p>This role will consist of driving around the Tipperary and Waterford Area</p> <p>Skills:</p> <p>Rigid Truck Driver, Clean drivers Licence, Bin industry</p>	

Apply Via jobs.ie

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Q Job title, Skill or Company

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Retail Assistant

Penneys

📍 Waterford

€ Not Disclosed

📅 Permanent | Part Time

🕒 1 Day Ago



Login or register to apply

Description

Company Details

NOW HIRING
RETAIL ASSISTANTS

Adored by fashion fans and value seekers alike Primark is widely established as the destination store for keeping up with the latest looks without breaking the bank.

If you are an enthusiastic and driven individual who is looking to join our fast paced environment selling amazing fashion at amazing prices then this is the role for you.

As a retail assistant you are the core of our business and play a vital role in our success. This is an exciting opportunity to become part of the team and support our stores by driving sales, increasing profitability and most importantly delivering excellent customer service.

We have various shift patterns and will train you on product knowledge, visual merchandising, stock replenishment and most importantly customer service. We also offer great opportunities to develop your career with us with an extensive management training program.

Go on...Apply now!

Login or register to apply



Sales Assistant - Carrick On Suir

Mr. Price Branded Bargains

Ref: #JOB-2163029

No of positions: 1

40 hours per week, 10.10 Euro Hourly

Job Description

We are looking for full sales assistants for our Mr. Price store.

Responsibilities include:

Packing stock on shelves, facing off displays to ensure they look well, replenishing/filling gaps, stock rotation if working with food items.

Providing friendly welcomes & assistance to all Mr. Price customers at all times.

Operating tills, carrying out cashier duties.

Providing the highest possible standard of customer service at all times.

Maximizing sales by providing customers with info on our special offers and Mr.Price Loyalty Scheme.

Responsible for the general upkeep and cleanliness of shop floor and other areas.

Desirable skills and attributes:

A friendly, approachable and personable manner.

Ability to work on own initiative.

Excellent time-keeping and attendance record.

Flexibility and willingness to provide assistance to management in terms of hours and availability. May be required to work early mornings, late nights, weekends, & bank holidays.

Previous experience in a retail or customer service environment is desirable but not essential.

APPLY: Applicants are requested to submit CV in word format to: retailjobs@welfare.ie with Mr Price & Job Title in subject bar

APPLY VIA WWW.JOBSIRELAND.IE



Caretaker - Part time

MCR OUTSOURCING LIMITED

Carrick-On-Suir, Carrick-On-Suir, Knocknaconnery, County Waterford, Ireland

Ref: #JOB-2162358

No of positions: 1 / 24 hours per week

Job Description

MCR are currently seeking a part-time Caretaker/Handyman for an immediate start in the Carrick-on-Suir area.

This will be ongoing, part-time (3 days of 8 hours) contract.

Duties will involve the daily maintenance of facilities, grass cutting, emptying bins and checking the premises.

This role will be suitable for someone with previous construction experience.

If you are available to start immediate, please contact Kruno directly on 086 4194 520 and include your CV with your application.

Salary: €11.80 per hour

APPLY VIA WWW.JOBSIRELAND.IE

Temporary Clerical Officer in the Civil & Public Service 2021

The recruitment campaign for this role is managed by the Public Appointments Service.

The Civil & Public Service require temporary clerical staff from time to time to fill vacancies in various locations throughout the country.

The duties of Temporary Clerical Officers (TCOs) may vary depending on the nature of work carried out by the employing organisation. This involves such clerical/administrative tasks which may be assigned to the employee from time to time by the organisation. The terms and conditions, including the duration and period of temporary contracts offered will vary from post to post.

Please see Candidate Information Booklet for further information.

Closing date: 3pm on Monday, 9th November 2020

VISIT WWW.PUBLICJOBS.IE FOR MORE INFORMATION

**etb**

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

Training Opportunities for 2020/2021 Carrick-on-Suir, Clonmel & Waterford

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
9th Nov 2020	Construction Groundworks Skills & Maintenance	<i>Carrick-on-Suir</i>	14 Weeks – Full Time
18 th Jan 2021	Medical Administration Support	<i>Carrick-on-Suir</i>	16 Weeks Full Time
9 th Nov 2020	Training Delivery & Evaluation	<i>Clonmel</i>	8 Weeks (2 evenings per wk)
9th Nov 2020	Skills to Complete – Regional Tour Guiding Traineeship	<i>Waterford</i>	21 Weeks – Full Time
10 th Nov 2020	An Introduction to the Pharmaceutical Industry	<i>Waterford</i>	5 Weeks – Evenings
16 th Nov 2020	Essential Skills in Classic Car Restoration	<i>Waterford</i>	21 Weeks – Full Time
11 th Jan 2021	Construction Groundwork Skills	<i>Waterford</i>	10 Weeks – Full Time
11 th Jan 2020	Information Technology Applications	<i>Waterford</i>	10 Weeks – Full Time
22 nd Feb 2020	Welding	<i>Waterford</i>	21 Weeks – Full Time
22 nd Feb 2020	Barista & Bartending Skills Traineeship	<i>Waterford</i>	27 Weeks – Full Time
10th May 2021	Diploma in Women's & Men's Hairdressing	<i>Waterford</i>	39 Weeks – Full Time

*Please ask us for more information on the above courses and also other training courses with the ETB including VTOS & BTEI
And also online courses with E College*

Please ask us for information on Eligibility Criteria & Training and Travel allowances

Please contact:

Annie Dalton (Employment Guidance Officer) Tel: 086-0358613

Or

Christine Rockett (Administrator)

At

Local Employment Service
Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516

Email: eastwaterford.les@wlp.ie



**etb**

Local Education and Training
 Authority
 Tipperary Education and Training Board

Community Education

Online Course

The Refresher Course in Food Safety is available to any student who has previously completed a Level Two Food Safety Course within the previous five years.



Free to those in receipt of a social welfare payment

CONTACT US

067 31845



mryan_2@tipperaryetb.ie

REFRESHER

EHAI Primary Course in Food Safety

24th November - 6-10pm
 Apply online @ www.fetchcourses.ie
 Course Ref : 293759
 (30min per student 1.1 online exam on 25th November)



Irish Government
 Department of Education
 2011-2014



EUROPEAN UNION
 Investing in your future
 European Social Fund



an Bord Oideachais
 Department of Education
 2011-2014

SOLAS
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etb
 noll Oideachais agus
 Oidearaí na hEirí
 Tipperary Education and
 Training Board

Community Education

Online Course

Free to those in
 receipt of a Social
 Welfare Payment



CONTACT US

☎ 051 640 746

✉ soreilly@tipperaryetb.ie

EHAI Primary Course in Food Safety

Monday 09th Nov 3.00-7.00
 Tuesday 10th Nov 3.00-7.00
 Wednesday 11th Nov 3.00-7.00
 Thursday 12th Nov 1hr for 1:1
 input with tutor

Apply online @ fetchcourses.ie
 Course Ref : 303092



Department of Education
 and Skills
 Higher Education
 Training and Skills
 Division



EUROPEAN UNION
 Investing in your future
 European Social Fund



An Rann Oideachais
 agus Trein
 Department of
 Education and Skills

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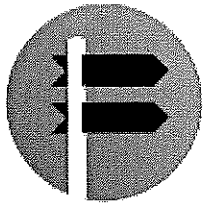
Free “Online” Training Courses

Course Title	Duration
Windows Server Administration Fundamentals (11664)	16 Weeks
Database Fundamentals (11689)	16 Weeks
Software Testing – ISTQB Certified Tester Foundation Level (09408)	26 Weeks
Project Management – Certified Associate (PMBOK) (N40)	26 Weeks
Windows Operating Systems Fundamentals (11595)	16 Weeks
Software Development Fundamentals (11688)	16 Weeks
Networking Fundamentals (11666)	16 Weeks
Windows Security Administrator Fundamentals (11665)	16 Weeks
ECDL (09857)	26 Weeks
Visual Communication using Adobe Photoshop (07465)	26 Weeks
Java Foundations Certified Junior Associate (07573)	26 Weeks
Graphic Design and Illustration using Adobe Illustrator (08449)	26 Weeks
Print & Digital Media Publication using Adobe InDesign (08464)	26 Weeks
PRINCE2 Foundation (09941)	26 Weeks
Java Associate Developer SE8 (09599)	26 Weeks
Java Professional Developer SE8 (09859)	26 Weeks
Microsoft Office Specialist Excel 2016 (09667)	26 Weeks
Introduction to Programming using Python (10054)	26 Weeks
CompTIA Security + SYO-501 (09665)	26 Weeks
Programming using JavaScript (Microsoft Technology Associate) (09781)	26 Weeks
CompTIA Network+ (09850)	26 Weeks
Microsoft Word 2016 (09733)	26 Weeks
Microsoft PowerPoint 2016 (09757)	26 Weeks
Changing Digital Marketing Professional (CDMP)	26 Weeks
Microsoft Access 2016 (09875)	26 Weeks
Microsoft Excel Expert 2016 (11384)	16 Weeks
Introduction to Programming using HTML and CSS (10146)	26 Weeks
CompTIA A+ Core Series(11487)	26 Weeks
Programming in HTML with Javascript and CSS (11575)	16 Weeks
Microsoft Word Expert 2016(11652)	16 Weeks

****If you are interested in any of the above online courses please contact us at:
Local Employment Service, Nano Nagle Centre, Carrick-on-Suir, Co. Tipperary***

Tel: 051-649516*

****We will require your current email address****



**FURTHER EDUCATION &
TRAINING COURSE HUB**

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

Community Employment Scheme (CE)

Vacancies

Ground Maintenance Person CE Scheme – Town Council

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. Duties to include grass cutting, hedge cutting, weed spraying, seasonal planting, litter management and general maintenance of parks and open spaces within the town. Applicants must supply a suitable character reference

Athletic Coach/Admin Assistant CE Scheme

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

Athletic Coach - Maintenance Person CE Scheme

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Duties to include: Delivering training sessions three evenings and two mornings a week to young athletes within club and may be the school environments. Preparing and motivating young athletes for championships. Mentoring and supporting young athletes while supporting social inclusion. Maintain the athletic grounds by conducting daily grounds inspection check and removal of any objects found, litter clearing in and around sports field and surrounding ditches. Checking and clearing long jump pit on a regular basis. Keep the athletic track cleaned and maintained. To assist with track marking, bring out and in athletic equipment as needed. Other duties maybe required. No experience necessary, all training will be provided, you will be mentored and supported by the athletic coaches.

Cleaner - CE Scheme

Cleaner required for Carrick-on-Suir. Responsible for cleaning a number of facilities i.e tennis club, snooker club, St Nicholas's Church. Duties: cleaning and supplying designated facility areas, dusting, sweeping, vacuuming, mopping and cleaning restrooms. Ironing cloths etc on social snooker tables.

Special Needs Helper B Licence CE Scheme – Camphill

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. This position is based in Camphill House and the duties will include: maintenance of buildings and gardens on farm, exterior and interior painting, grass cutting and caring for livestock and general duties as assigned. Working one to one with young adults with special needs. Applicants must have a B licence to collect residents.

Daycare Assistant – CE Scheme

Duties to include: assisting users with mobility problems. To set out tables and trays, serve meals, assist service users who need assistance with meals. To report changes in or concerns with any individuals. Help with activities that require use of arms and legs and require the whole body which can be a challenge to some clients. Dusting, polishing and cleaning toilets and kitchen area. Assisting with personal care. Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Start date for the role is pending Garda vetting.

Maintenance Person CE Scheme – Sean Kelly Sports Centre

Applicants should supply suitable character references and be prepared to complete a Garda Vetting application form. The Sean Kelly Sports Centre require a maintenance person within their building. This will involve working in many areas within the centre including the following: Swimming pool, sauna, changing rooms, gym rooms, office space, kitchen, first aid room, storage areas, plant room, gardens and sports field. Duties will include carrying out repairs within the building and general maintenance. Maintain grounds in a clean and orderly manner, mowing, trimming, weeding, aerating and fertilizing lawns. Cut grass and prune trees to make landscape more appealing. Replace plants when needed, rake leaves etc. Maintain water fountain. Maintain ground maintenance equipment. Adjusting, repairing, cleaning and maintaining gym equipment. Repairing floors with different surfaces and cleaning when required. Maintaining bathrooms and changing rooms. Carrying out minor repairs. Carrying out tiling and painting. Carrying out statutory checks. Recording all maintenance repairs and defects. Assisting with the inflation and deflation of the pool inflatable. Other duties as assigned.

Housekeeper CE Scheme - Sean Kelly Sports Centre

As part of the cleaning team the successful candidate will complete a range of both reactive and scheduled cleaning duties in order to ensure an excellent standard of hygiene is maintained throughout the facility. Duties to include but not limited to: Deep cleaning of the changing rooms, toilets, showers and wet facilities. Cleaning of the gym, gym equipment and aerobics room. Cleaning of the receptionist area, landing, kitchen and first aid room. This position will consist of some weekend and night work. Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Receptionist CE Scheme – Sean Kelly Sports Centre

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

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.

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

General Worker CE Scheme – Portlaw

Working in a busy Care Center where work is varied especially during the current situation

Parish Secretary CE Scheme – Piltown

Duties will include upkeep of parish records, organisation of church functions (weddings, baptisms etc).

Ground & Maintenance Worker CE Scheme – Owing Homes

To assist with the general maintenance and upkeep of Owing Homes Retirement Village and surrounding areas. Cutting Grass, Litter Control, Strimming, Cutting Hedges, Painting etc.

Cleaner / Kitchen Helper CE Scheme – Owing Homes

Duties will include: Food preparation and cooking, cleaning and laundry. Some weekend work.

***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***