

# THIS WEEKS JOB VACANCIES

## 11th 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***

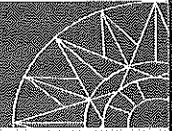
**Nano Nagle Community Resource Centre, Carrick-on-Suir, Co. Tipperary**



# 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.**

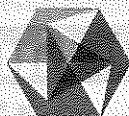
**Email: [tom.keane@lansdownesearch.ie](mailto:tom.keane@lansdownesearch.ie)**

**For a confidential discussion, please contact**

**Tom Keane at +353 87 7413085.**

**Closing date Friday November 20th, 2020.**

 **Lansdowne**  
executive search  
[www.lansdownesearch.ie](http://www.lansdownesearch.ie)



## BCD Energy

BCD Energy Consultants Invites applicants for  
Full Time Position for the role of

### **"ENERGY ASSESSOR"**

To assist in the surveying of homes throughout Ireland  
for proposed SEAI energy retrofit upgrade works.

**Min Requirements:**

- 3 years' Experience / Qualification in a construction related discipline.
- Qualified BER Assessor is preferable but training will be provided.
- Full Clean Drivers Licence is required.
- Good communication / people skills is essential.

Apply with CV to [noreen@bcdenergy.ie](mailto:noreen@bcdenergy.ie)

Address: Rossestown, Thurles, Co. Tipperary (0504) 24299

## **FORKLIFT ENGINEER/ PLANT FITTER REQUIRED**

For large multinational company  
permanent position.



— Please call —  
**086 2193452 or  
087 2595605**

## **GLENPATRICK**

### **Glenpatrick Spring Water Production Supervisors/ Co-Ordinators**

Due to ongoing expansion  
we are looking to recruit  
Production Control staff.

If you are a current Operator with  
ambitions to develop your career  
and manage people & processes,  
we want to hear from you.

Please send your CV to HR Manager:  
[ahayes@glenpatrick.com](mailto:ahayes@glenpatrick.com)

Glenpatrick Spring Water Company Ltd.  
Powerstown, Clonmel, Co. Tipperary,  
E91 W6X3.

## **PLASTERERS REQUIRED**

EXPERIENCED TRADESMEN ONLY  
FOR WORK IN TIPPERARY / CORK /  
LIMERICK REGION

**CALL 085-8631124**

## **SAFE PASS COURSE**

**TO BE HELD IN CLONMEL ON  
FRIDAY 20th &  
FRIDAY 27th NOVEMBER**

**TO BOOK TELEPHONE  
052 6123111 OR  
086 8121590 OR  
EMAIL: [peter@semiton.com](mailto:peter@semiton.com)**





**SACRED HEART FAMILY RESOURCE CENTRE** has been in operation for the past 13+ years, providing universal and targeted family supports including quality affordable childcare, one to one and group work, social prescribing and personal development initiatives.

**WE ARE CURRENTLY RECRUITING FOR THE FOLLOWING POSITIONS:**

**AO1 Project Administrator  
(17.5hrs per week over 5 days)**

**Minimum Requirements:**

- Proven professional experience (3+ years) in a finance department as relevant to the requirements of the position;
- QQI Level 6 Accounts Technician qualifications or equivalent;
- Experience of sage accounts essential together with excellent Microsoft programmes, particularly excel.
- Excellent analytical and problem-solving skills and high attention to detail
- Strong Interpersonal and communication skills including fluent English speaker
- A full driving licence and access to a car for work purposes
- Ability to work on own initiative and as part of a team
- Ability to prioritise effectively

**AO2 Deputy Childcare Manager  
(30hrs per week over 5 days)**

**Minimum requirements:**

- Minimum of five years working in Early Years Care and Education.
- Minimum of two years in a supervisory/managerial role.
- QQI /FETAC Level 7 qualification in Early Childhood Care & Education
- Working knowledge of the National Childcare scheme/Early years regulations and quality frameworks/Siolta and Aistear
- Excellent organization and administration skills
- Strong interpersonal and communication skills including fluent English speaker
- A full driving licence and access to a car for work purposes
- Ability to work on own initiative and as part of a team
- Ability to prioritise effectively

**AO3 Childcare relief workers  
for inclusion on the cover panel  
(holiday/sick leave cover)**

**Minimum requirements:**

- QQI/FETAC L6 in early Childhood and Education
- Minimum 1 year working in early years setting
- Strong interpersonal and communication skills including fluent English speaker
- Working knowledge of Siolta and Aistear frameworks
- Be available and flexible as work hours may be given at short notice.



**ALL POSITIONS REQUIRE PHYSICAL ATTENDANCE.**  
Interested applicants should contact Gillian at [admin@sacredheartfrc.ie](mailto:admin@sacredheartfrc.ie) for a recruitment pack, placing specific job code in subject line of email. Closing date for completed applications: 5.00pm on Friday 20th November 2020. Interviews for those successfully shortlisted are provisionally scheduled for the week starting 7th December 2020 and will be held onsite.

**NOTE:** Enhanced criteria may be applied to assist with short listing and interview. Canvassing will disqualify. No late applications will be accepted. As an essential service, none of the above positions are suited to remote working and require physical attendance at the designated location: Sacred Heart Family Resource Centre or Tiptoes Community Childcare Centre. Sacred Heart Community & Childcare Project CLG is an equal opportunities employer.

# PHARMACY TECHNICIAN

**Experienced Pharmacy  
Technician Wanted  
For Kilmeaden Pharmacy.**  
*Post is to cover Maternity leave starting  
January 2021  
For 3-5 days per week.*  
Send CV to  
[Kilmeadenpharmacy@hotmail.com](mailto:Kilmeadenpharmacy@hotmail.com)



## PART-TIME OFFICE ASSISTANT REQUIRED For Waterford City

Working 20-25 hours per week  
(flexible)

Applications must have good  
communication skills and experience  
in Excel and Word.

Duties to include data input, basic accounts,  
reception work and dealing with customers.

Apply, with CV in writing to:  
**Manager, Waterford Proteins,  
Christendom, Ferrybank, Waterford.**

Or by email to  
[enquiries@munsterproteins.com](mailto:enquiries@munsterproteins.com)

Munster Express  
10/11/20.



**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](mailto:info@signacare.ie)

For more information,  
call 051 899 013



## School Cleaner

The Board of Management invites application from suitably qualified persons for the post of School Cleaner (Part-Time) - to take effect from 01/12/2020.

Applicants are invited to submit a CV and letter of application by post to The Chairperson, Board of Management, St. Paul's National School, Lisduggan, Waterford X91 YX80 -

**Closing date for applications 20/11/2020**

10/11/20



## **NUA HEALTHCARE IS HIRING | NEW CENTRE OPENING**

**IMMEDIATE START VACANCIES - FULL TIME CONTRACTS**

**ASSISTANT SUPPORT WORKERS & SOCIAL CARE WORKERS**  
CO. WATERFORD - CO. KILKENNY - CO. TIPPERARY

### **BENEFITS INCLUDE:**

- CONTINUOUS PROFESSIONAL DEVELOPMENT
- FANTASTIC DEVELOPMENT & CAREER OPPORTUNITIES
- COMPANY PENSION
- PAID MATERNITY/PATERNITY LEAVE
- EDUCATION ASSISTANCE
- EMPLOYEE ASSISTANCE PROGRAMME (EAP)
- EMPLOYEE REFERRAL SCHEME
- LIFE ASSURANCE & MORE



### **BOOK YOUR SKYPE TELEPHONE INTERVIEW**

A member of the team is waiting to provide you more information and hopefully help you with an application. Please contact us on **045 856 592** or email us at [recruitment@nuahealthcare.ie](mailto:recruitment@nuahealthcare.ie)

[www.nuahealthcare.ie](http://www.nuahealthcare.ie)



## **PEBBLE BEACH OMC SEEKS**

### **PART-TIME ADMINISTRATIVE ASSISTANT**

#### **Requirements:**

Fluent English, excellent written and computer skills with working knowledge of online accounting/revenue systems, essential.

Accounts experience advantageous.

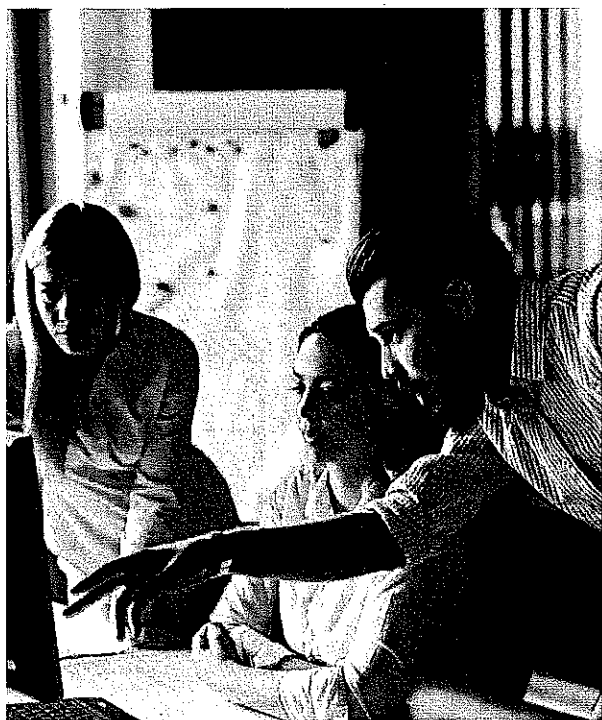
Job specification on application.

**Deadline 16.11.2020.**

Contact  
[pebblebeachomc@yahoo.com](mailto:pebblebeachomc@yahoo.com)

## **PERSON WANTED**

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



DUNDALK DundalkDemocrat.ie  
**Democrat**

## Managing Editor

### Attractive salary package

### Dundalk

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](http://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](mailto: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

### Kilkenny

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.

To apply, please email [brian.keyes@iconicnews.ie](mailto:brian.keyes@iconicnews.ie) with a CV, covering letter and examples of your work.

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An iconic business



# KILKENNY AGRI MACHINERY

A family run business, established in 1957, and have been serving the Irish market for over 60 years.

We are one of Ireland's largest stockists of new and used agricultural machinery, farm machinery and plant equipment.

We are currently looking to recruit for the following positions

## Service Technician

Our mobile service engineer will be responsible for repairing the full range of Valtra and McHale machinery along with other agricultural equipment. Must have 3 years' experience working in a busy workshop.

## Service Apprentice

Ideal candidate must be capable of working on their own initiative whilst working as part of a team.

Must have a good knowledge of Agri Machinery.

Full training will be provided.

All applicants are required to be team players with good IT and communication skills.

Please apply in confidence to  
[jobs@kob.ie](mailto:jobs@kob.ie)

# VALTRA

# McHale

Kilkenny People

13/11/20

## Practice Nurse

Full time vacancy in busy GP office in Kilkenny.

Experience desired.

Motivated, organisation and computer skills essential. Excellent terms

C.V. to [kilkennydoc2020@gmail.com](mailto:kilkennydoc2020@gmail.com)

St Lachtain's NS, Freshford is seeking a

## School Secretary (part-time)

commencing January 6<sup>th</sup> 2021 for 25 hours per week (Mon-Fri).

### Requirements:

- Excellent interpersonal, communication and team working skills required
- Excellent Office Administration and IT skills
- A clear understanding and application of GDPR regulations and confidentiality
- Ability to work efficiently on their own initiative, to be flexible and demonstrate a willingness to master new applications

### Responsibilities include:

- Working in close co-operation with the school principal
- Managing school correspondence, school databases (OLCS, POD, Payroll, Aladdin etc), school accounts, and other duties assigned by Principal.
- Liaising with parents, visitors and suppliers etc

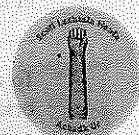
■ This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and Covid-19 related online training. Applications to include letter of application, three copies of CV and references.

■ Full details on [educationposts.ie](http://educationposts.ie)

### Applications by post to:

Chairperson, Board of Management,  
St. Lachtain's NS, Freshford, Co. Kilkenny

Closing date Thursday 26th November 2020





Kilkenny People  
13/11/20



CASTLECOMER  
CREDIT UNION

## JOB TITLE: MEMBER SERVICES OFFICER - CASTLECOMER CREDIT UNION LIMITED

**Reporting to:** CEO

**Position:** Full-time/Part-time

**Hours:** To be agreed

**Summary of Role:** A vacancy has arisen for a Member Services Officer at Castlecomer Credit Union. The Member Services Officer will be accountable to the CEO of the credit union for carrying out a range of administrative and operational activities that contribute to the effective running of the credit union.

### Key responsibilities will include:

- Teller Duties • Counter Service • S/O Set up • New Accounts opening and management
- Reactivating Dormant Accounts • Address, ID etc • Statement requests • PIN requests
- Scanning general • Manual S/Os (Monthly) • Facebook Management
- Monthly Membership Report - new members and accounts reactivated or updated during the month
- Ensuring Credit Union Website, Facebook and other such social media pages

### Key functions of the role include:

1. Processing and distribution of automated payments to and from member accounts
2. Balancing daily transactions
3. Providing an efficient counter cash services
4. Supporting other staff in their day to day duties
5. Recognising and delivering good fiduciary practices

**Interested candidates must have experience working in a credit union and ideally, have the following qualifications and attributes:**

- Pass Leaving Certificate, or equivalent
- Knowledge of the Progress software system would be a benefit
- Focused, with a strong attention to detail
- Ability to work well under pressure and to tight deadlines
- A clear knowledge and understanding of social media and its operation

Applications including CV and all queries by email to, Gerry Reynolds, CEO Castlecomer Credit Union: [job@thehrsuiteonline.com](mailto:job@thehrsuiteonline.com).

**Closing Date for applications: 25 November 2020.**

Castlecomer Credit Union Ltd is an Equal Opportunities Employer

# LOCAL IRELAND

## Director - Local Ireland

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**Tom Keane, Partner, Lansdowne Executive Search.**

**Email: [tom.keane@lansdownesearch.ie](mailto: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](http://www.lansdownesearch.ie)

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

Kilkenny People  
13/11/20

**Growing Irish Agri company based  
in Goresbridge seeking**

## **BOOKKEEPER/ ACCOUNT TECHNICIAN**

**Full time flexible hours  
Minimum 2 years experience  
Must be IT competent  
Salary negotiable**

**Please apply with CV to:**

**[info.psdagri@gmail.com](mailto:info.psdagri@gmail.com)**

**Or to enquire Tel: 087 7449025**

# Centre Administrator

Dunhill Multi-Education Centre - Waterford

Part-time, Contract

The post provides primary support to the Manager in overseeing the daily activities of the organisation. The emphasis of the position is on providing high quality customer service, helping to ensure smooth delivery of educational courses & events, and coordinating administrative details including working with target groups & individuals to provide services required. The administrator also provides support in areas of training administration, including verification of assessment material.

## Duties Include

- Manage client database including records of events and maintaining footfall records
- Schedule events and coordinate requirements for speakers & facilitators
- Manage distribution lists for customer events and use social media & emails to communicate with customers and potential users of the centre services
- Provide support for community events in the centre
- Register course & event participants, and confirm bookings
- Office administration including file management, filing, photocopying, organizing, fee collection/manage invoicing from programme participants
- Provide support to Manager in ongoing marketing & development efforts
- Coordinate customer bookings including catering requirements with Park Cafe
- Create and maintain documentation required for QQI accreditation and customer certification
- Carry out training administration tasks including verification, invigilation and associated documentation
- Liaise with tutors to plan resources such as training rooms, equipment ordering etc
- Support & Plan activities for the elderly, people with disabilities & community groups within the Pobal business plan
- Provide creative ways to support the community during periods of restriction including developing online lectures, events etc specifically for existing community groups
- Participate in networks within the community and other agencies to identify needs of target groups
- Use MS Teams to work with the team to communicate effectively in times of restriction - candidate must have access to broadband in the event of centre closure
- Work with specific groups to provide tailored services for their needs around the Pobal Business Plan
- Provide backup to Park Cafe personnel when providing catering for customer and community events
- Any other duties required to support the operation of the community services and training centre

Contract length: 12 months, Part-time hours: 25 per week, Application deadline: 17/11/2020,  
Expected start date: 30/11/2020

- Monday to Friday

Experience:

- Office or administration: 2 years (Preferred)

Education:

Advanced/Higher Certificate (Preferred)

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



## Transport and Warehouse Assistant

Morgan McKinley 27 reviews - Waterford  
€34,000 - €37,000 a year

This is a night shift position based with a major distribution company in Waterford.

The Transport Assistant 1 will start around **22:30** and work a ten hour shift. Transport assistant 2 will start around **02:00** and work a ten hour shift

Duties of the role:

- Transport Planning
- Unloading all pallets from trailers
- Loading trucks for delivery the following morning.
- Creating manifest for each driver's load.
- Record the pallets that have gone onto the truck and create a manifest for the driver which details the pallets on his truck along with delivery instructions.
- Use of Transport Management System
- Arranging paperwork for each driver.
- Scanning of pallets.

### The ideal candidate

- Must have a good knowledge of the Waterford Area as you will be loading vehicles for delivery all around the county.
- **Must be extremely proficient on a counter balance forklift.**
- Must have a reasonable level of I.T. skills
- Must be flexible with working hours.

Schedule:

- 10 hour shift
- Night shift

Experience:

- Warehousing : 2 years (Required)
- Transport/Route Planning : 2 years (Required)

Education:

- Leaving Certificate (Preferred)
- Licence: Counter balance (Required)

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



## Carpenter

O'Neill & Brennan 107 reviews - Waterford  
€19.96 an hour

**Reference:** AOB09112020

Experienced Carpenter required for a well established client on a busy site in Waterford area to start work on 11/11/2020.

Requirements include:

- Safe Pass.
- Immediate Start.
- Own Tools.
- Manual Handling Cert.
- CIF Covid 19 Digicard.
- Hard Helmet, Safety Boots and Hi Visability Vest.

Benefits Include:

- Weekly Pay.
- Holiday Pay.
- Opportunity for regular ongoing work with O'Neill and Brennan.

To Apply reply to this ad or contact Alan on:

Email - [a.hickey@oandb.ie](mailto:a.hickey@oandb.ie)

Phone - 0879961714 / 0214355520

**\*APPLY VIA WWW.INDEED.COM\***

## Assembly Operative

Waterford  
Full-time, Permanent

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

### Skills & Competencies

- Quality focused
- Exceptional attention to detail
- Industry awareness

### Experience and Knowledge

- Enjoys repetitive tasks that require a high level of dexterity and attention to detail
- Previous medical device assembly or small parts assembly OR
- Previous experience in a role where a high level of fine craftsmanship and skill was required

### Key duties /responsibilities

- Appreciation of the device you are assembling and its intended use
- Performs small part assembly of final products and sub-assemblies of products by following released procedures.
- Employs exceptional standards of workmanship to ensure high quality products are produced on schedule.
- Performs in-process inspection to ensure products meet specifications and standards
- May require engineering support to resolve complex and unique problems.
- Must be able to read and understand: assembly instructions, production orders, Bills of Materials, Standard Operation Procedures, and all other documentation used to control the products and processes.
- Will provide support to project teams whose objectives may be: quality improvement, cost reduction, cycle time reduction, reliability improvement, increased operational efficiency, or new product introduction
- Keeps work area clean, organized, and safe.
- Fills out all required paperwork accurately and on time.
- Other duties may be assigned
- Must be available to work overtime as requested by the supervisor
- White room environment

### Experience:

- assembly: 2 years (Required)
- Manufacturing: 2 years (Required)

**\*APPLY VIA WWW.INDEED.COM\***



## Part Time Clerical Officer

Waterford  
€12 an hour - Temporary

A part-time Clerical Officer is required for a position in University Hospital Waterford. This is a great opportunity to work in health sector.

The role itself is a varied position but would include some of the below duties:

- Provide Administration support within the dynamic team in UHW
- Work closely with the management team to support business development initiatives
- Assist with facilities administration and queries
- Follow recommended health record practices to ensure correct healthcare record management as per NHO Code of practice for healthcare record
- Maintaining records in an organised and efficient manner
- Adhere to departmental policies, procedures and practices
- Inbound call handling on enquiries

*This is a great opportunity to grow your experience working in Healthcare. A very friendly and welcoming team awaits you to join them. This is a 3-month contract which consists of a 18.5 hour working week.*

Some of the requirements are:

- A proactive approach to work with excellent communication skills
- Previous administration experience
- Excellent typing skills with at least a 45 WPM score
- Knowledge of Healthcare Services useful but not essential
- Goal and results driven
- Enjoys working in a fast-paced environment
- Excellent Microsoft office skills
- Good time management skills and ability to priorities tasks

Reference ID: 4568

Contract length: 3 months

Experience: Clerical: 1 year (Required)

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

## **Cleaning Operative** (part time)

Waterford

Part-time, Permanent

### **Overall Purpose of the Job**

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

### **Main duties and responsibilities**

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

### **The successful candidate must also hold:**

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

### **Qualifications and Experience**

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

Reference ID: CO-WFW-827

Part-time hours: 20 per week

Job Types: Part-time, Permanent

Experience: cleaning: 1 year (Required)

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



# General Operator, Clonmel, County Tipperary

€10.30 an hour

**Urgently needed**

Start time is 4:45am.

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.**

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

## **OTC Sales Assistant** - Carrick On Suir

Part-time, Permanent

As Ireland's largest Pharmacy group with 94 Pharmacies nationwide, we are focused from the inside out to become a pharmacy of choice that our people can believe in. And by people, we mean our colleagues as well as our customers.

Lloydspharmacy is a dynamic and diverse place to work. We're one of Ireland's biggest Pharmacy chains, but that doesn't mean you're just a number when you become a colleague with us. We're organised enough to have a small team focus ensuring that we live up to our company values of Trust, Respect, Inclusiveness, Pioneering, Passionate. Whether we are Sales Assistant, Technician, Pharmacist or Regional Coordinator we are all focused on our customers

We currently have an exciting opportunity for an **OTC Sales Assistant** to join our team in **Lloyds Pharmacy, Carrick-On-Suir, Co. Tipperary**.

This will be a **Permanent contract working 20 hours per week**.

This position may include working evenings and some weekends. We offer competitive pay with some of the best training in the industry.

**Reporting to:** The Pharmacy Manager

### **Key Responsibilities**

- To actively seek to increase O.T.C sales through link selling
- To maintain the highest standard of customer service
- Stock Control - To ensure stock levels are maintained at an optimal level on the O.T.C counter
- Till duties
- Product knowledge – To improve product knowledge by reading any promotional or training material provided
- Any other projects and duties where they arise

### **Knowledge and Experience**

- Previous O.T.C sales and customer service experience
- Excellent interpersonal skills
- O.T.C product knowledge
- Personal Attributes
- Consistently live the Company Values
- Have excellent communication skills
- Proven sales ability
- Have a positive can-do attitude

- Have a keen interest in retail pharmacy
- Customer focused

**Skills:**

OTC Sales, Link Selling, Good Customer Service

Reference ID: Carrick On Suir

Part-time hours: 20 per week

Job Types: Part-time, Permanent

Experience:

- Retail: 1 year (Preferred)
- Pharmacy: 1 year (Preferred)

Licence:

- Available to work between Monday to Sunday 9am to 6pm (Preferred)
- Are you aware this is a Minimum 20 hour position (Preferred)

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

JOBSEEKER LOGIN OR REGISTER | EMPLOYER


*\* Apply Via jobs.ie \**

FIND A JOB

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JOB TALK

ADVERTISE A JOB

 Job title, Skill or Company Location[<< Return to Job Search](#)**Store Assistant (Waterford)**

Aldi Stores (Ireland) Ltd

 Waterford Not Disclosed Permanent | Full Time Today

Login or register to apply







**Description****Company Details**

At Aldi, time just flies by.

You'll be involved in everything from checking off deliveries to dealing with customer queries and ensuring that the shelves are always fully stocked. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success - and gets on with doing it. There's a real family feel, and everyone pitches in as part of a close-knit team.

Login or register to apply

## Recommended Jobs

**Store Assistant (Maynooth)** Aldi Stores (Ireland) Ltd  
 Kildare**Cafe Supervisor and Floor Staff** No 9 Café  
 Waterford**Store Assistant (Tramore)** Aldi Stores (Ireland) Ltd  
 Waterford



\* Apply via jobs.ie \*

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Q Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)**Cafe Supervisor and Floor Staff**

No 9 Café

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Contract | Full Time

🕒 Today

**Apply Now****Description****Company Details**

No 9 Cafe / The Italian Bakery / The Ice Cream Place / Carters

We are currently recruiting for the following:

**SUPERVISOR**

- Experience in a busy cafe is essential
- The Café Supervisor will lead the day-to-day foodservice operation with emphasis on team member and customer satisfaction.
- They will provide leadership, support, motivation and development of team members creating a positive environment that encourages ownership and accountability providing a quality customer experience.

We are also recruiting for:

Floor / Counter Staff.

Candidates must be:

- Energetic, motivated with a positive attitude, not afraid of hard work
- Work well within a team environment Have a passion for the job and energetic worker
- Excellent attention to detail
- Excellent communication skills
- Available for immediate interview and start
- Must be available to work Mon - Sun all year round
- Experience Preferable but not essential as training will be given.

Please apply with a cover letter and CV outlining your experience

**Skills:**

motivated, flexible, experience not essential

\* Apply Via jobs.ie \*

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🏢 Sector

Search

[<< Return to Job Search](#)**Retail Assistant**

Bookstation

📍 Waterford, County Waterford, Ireland

€ €16,000 - €20,800

📅 Contract | Full Time

🕒 1 Day Ago



Apply Now

**Description****Company Details**

We are looking for a Retail Assistant (flexi hours/seasonal contract) for our store in City Square Shopping Centre, Waterford who enjoys working with the public and has a friendly, outgoing personality. As a team-oriented company, we seek an individual who can be flexible with their work hours and their job responsibilities. The ideal candidate is dedicated to providing exceptional customer service and displays a positive attitude when interacting with customers and fellow employees.

You must be able to provide at least one reference

**You should possess the following attributes:**

- Friendly and engaging personality
- Highly motivated
- Honest, presentable and takes pride in your work
- Reliable and a good timekeeper
- A strong work ethic, capable of working on your own initiative
- Sales experience in a similar background would be an advantage
- Good communication skills & ability to effectively promote & sell product range
- Flexible approach to your work, including working hours
- Be an all-rounder who will take ownership of the role

**Job Responsibilities include but are not limited to:**

- Perform basic maths functions to collect payments and make change
- Operate registers, scanners and POS terminals
- Memorise product locations throughout the store and be able to direct customers or make suggestions
- Handle exchanges and refunds in a quick, efficient manner, ensuring Covid-19 returns process is followed
- Collect payments and bag purchases for customers
- Maintain accurate cash drawer/till
- Carry out merchandising duties as directed
- Ensure shop floor is well stocked and clean and tidy at all times
- Using the training you receive to follow routines and processes outlined, in particular the company Covid-19 Protocol & Policy (including all cleaning requirements as outlined)
- Follow all company policies and adhere to Health and Safety routines
- Assist and support your colleagues by helping in other duties as requested
- Any other duties as requested by the Store/Area Manager

**Skills:**

Retail Skills, Good communication skills, Honest, Presentable, Hard Working

\* Apply Via jobs.ie \*

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## Sales Person

Harvey Norman

Waterford, County Waterford, Ireland

Not Disclosed

Contract | Full Time

1 Day Ago



[Apply Now](#)

### Description

### Company Details

Welcome to a different kind of sales role and a different kind of company.

Ranked as one of Ireland's best workplaces, by '**Great Place to Work**', Harvey Norman, is a high-profile, leading-edge retail brand with over 289 stores worldwide selling furniture, bedding, electrical and computer goods. With 17 stores in Ireland, we are growing, and have plenty of opportunities for talented people. If you think you have what it takes to thrive in a dynamic retail environment, we want to hear from you.

#### ABOUT THE JOB:

This is an exciting opportunity to grow your retail sales career and experience unlimited earning potential in an innovative, team-orientated environment.

Our sales professionals have a passion for our products, keep our customers at the heart of everything they do and have an entrepreneurial spirit. With "best in class" internal training programmes in areas such as sales, product knowledge and leadership, we support our employees throughout their journey of personnel development.

We offer a positive, optimistic and fun place to work where colleagues become friends, great people and great teams are recognised and milestones are celebrated.

#### YOUR JOB:

The role of Sales Person in Harvey Norman is to maximise sales and profit by meeting the needs of the customer. A successful salesperson has excellent product knowledge, provides outstanding customer service, creates a great shopping experience for the customer, and is above all else dedicated to the craft of selling. This role is crucial for making Harvey Norman a great place to shop.

Please be assured that here at Harvey Norman we have implemented new health and safety measures, in line with the social distancing guidelines, to protect our staff and our customers.

Let's stay safe together.

#### YOUR PROFILE:

pg 1 of 2

- You are competitive and results driven - Maximising sales and profitability by understanding each customer's needs and utilising our best-in-class sales training.
- You can communicate with influence - You are a strong communicator, and have excellent listening and interpersonal skills.
- You are Optimistic and Resilient - You have a positive attitude and outlook on life, work, and self and you have an optimistic view of the future and your own performance.
- You Set the Example - you are supportive of the whole team, you strive to get things right and you are solution focused.
- You are Customer Obsessed - You keep the customer at the heart of everything you do, going the extra mile to exceed expectations and impress while building a rapport and deep customer loyalty.

**YOUR QUALIFICATION & EXPERIENCE:**

- Experience & Qualifications - Leaving cert or equivalent is required. You have 1- 3 years' experience dealing face to face with the public in a customer service role, hospitality, tourism or retail role.
- Energetic, self-motivated & persistent - You possess and radiate a high degree of energy, and can work towards goals without constant supervision
- Strong Sales Experience - Ideally you will have a strong background in sales or customer facing roles, and a hunger to excel at sales, meet goals, achieve targets, through a proactive and dynamic sales or customer approach.
- Industry and product knowledge in any of the categories sold by Harvey Norman such as furniture, interiors, cooking, technology, and appliances is preferred - but not essential.

**WHY PEOPLE JOIN US:**

- We're dynamic and growing!
- Fun, high energy work environment
- Culture of developing and promoting from within the company
- Our entrepreneurial spirit
- Generous staff discount
- Generous commission system
- "Best in class" sales and product training

**Additional Information:**

- This is a fixed term contract. We need employees to be flexible about when they work, covering store opening hours, including days, evenings, weekends and public holidays. The successful candidate will be required to attend a company induction day in Dublin City Centre.
- In these unusual times, we are all having to adapt to how we live and here at Harvey Norman, it's no different. So your interview experience might be a little different as we observe the social distancing measures.

**Skills:**

Sales, Customer Service, Target Driven

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Pg 2 of 2

\* Apply Via jobs.ie \*

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📍 Location

[<< Return to Job Search](#)**Accounting/ Administrative Assistant****Bolands**

📍 Waterford City, County Waterford, Ireland

€ Not Disclosed

📅 Permanent | Full Time

🕒 09 Nov

**Apply Now****Description****Company Details****Accounting/Administrative Assistant**

Bolands Waterford are currently recruiting an Accounting/Administrative Assistant to join one our Waterford City Motor Dealership

**Job Purpose:**

The successful candidate will be responsible for supporting the wider finance team in month end reporting & commercial/business analysis. This is an excellent opportunity for a top class accounts professional to take the next step in their career where they will receive great experience & exposure across this exciting business.

**Key Responsibilities:**

- Assisting in accounts reconciliations.
- Accounts administration including data preparation and entry.
- Handling invoice queries & assisting in resolutions.
- Preparing reports using Excel.
- Timely delivery of reports including the collection, preparation and maintenance and dissemination of all data.
- Supporting the wider finance team in month end processing.
- Review accuracy of costings and Investigating & solving Issues as they arise on ERP system.
- Actively support Continuous Improvement initiatives within the company.
- Liaising with staff in various departments across the business.
- Ad hoc duties as required.

Pg 1 of 2



**Skills/Experience Required:**

- Book keeper/Accounting Technician
- Relevant experience in Finance, accounts or similar role is an advantage
- Strong IT skills including advanced MS Excel skills.
- Experience of ERP and Kerridge software is an advantage.
- Excellent communication and interpersonal skills & proven ability to multi-task.
- Strong attention to detail and a high level of accuracy with numbers.

**Skills:**

Microsoft Excel, Numerical, Customer Care

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Email

**Next**

First Name

Last Name

### ATTACH A CV TO YOUR APPLICATION

No CV attached



☐ Make my profile and CV visible to recruiting companies.  
You can change this setting at anytime in your account

Cover Note

A cover note should briefly tell the employer what experience and skills you have that set you apart.

Add Jobs.ie Default Cover Note

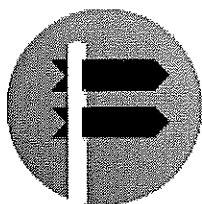
## Free “Online” Training Courses

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\****



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TRAINING COURSE HUB**

Check out [www.fetchcourses.ie](http://www.fetchcourses.ie)  
for a full list of courses for  
Tipperary South, Waterford City  
etc



**etb**

North Circular Road, 2001  
Cahir, Wicklow, Co. Wick  
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](http://www.fetchcourses.ie)  
Course Ref : 293759  
(30min per student 1.1 online exam on 25th November)



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 Phort 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>
12th Jan 2021	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	10 Weeks – Part Time
18 <sup>th</sup> Jan 2021	Medical Administration Support	<i>Carrick-on-Suir</i>	16 Weeks – Full Time
9th Nov 2020	Skills to Complete – Regional Tour Guiding Traineeship	<i>Waterford</i>	21 Weeks – Full Time
16 <sup>th</sup> Nov 2020	Essential Skills in Classic Car Restoration	<i>Waterford</i>	21 Weeks – Full Time
11 <sup>th</sup> Jan 2021	Construction Groundwork Skills	<i>Waterford</i>	10 Weeks – Full Time
11 <sup>th</sup> Jan 2020	Information Technology Applications	<i>Waterford</i>	10 Weeks – Full Time
22 <sup>nd</sup> Feb 2020	Welding	<i>Waterford</i>	21 Weeks – Full Time
22 <sup>nd</sup> 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](mailto:eastwaterford.les@wlp.ie)





# *Community Employment Scheme (CE)*

## *Vacancies*

### **Parish Secretary CE Scheme - St Nicholas' Church**

Duties will include photocopying, printing, taking bookings for Baptisms, Weddings, etc. You will be updating Parish records, preparing the weekly newsletter, printing letters for management committees, etc. Some bookkeeping and payroll duties may be included in the role. You will be producing books for memorial mass and Baptismal services. You must have good interpersonal skills and communication skills.

### **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 – Portlao**

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](mailto:annie.dalton@wlp.ie)\***