

THIS WEEKS JOB VACANCIES

18th 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

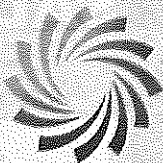
PHONE: Annie(Employment Guidance Officer)on 086 035 8613
or Christine(Administrator) on 086 787 0874

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





etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
Tipperary Education and
Training Board

Tipperary Education and Training Board
invites applications for the following

REF: 20/21-131

**YOUTHREACH RESOURCE PERSON
(ROSCREA EDUCATION CENTRE)**

Initial duties: Digital Media & Photography

REF: 20/21-132

**YOUTHREACH RESOURCE PERSON
(CAPPAWHITE FET CENTRE)**

Initial duties: Culinary Arts

REF: 20/21-146

COMMUNITY EDUCATION FACILITATOR

Initial duties: Active Inclusion

REF: 20/21-147

COMMUNITY EDUCATION FACILITATOR

Initial duties: Wellbeing

Note: Application form and particulars of the posts are available on
www.tipperaryetb.ie

The latest date for receipt of applications is: 12noon on 20/11/2020
Shortlisting may take place. Late applications will not be considered.

Liam McGrath, Acting Chief Executive

Tipperary Education and Training Board, Administrative Offices,
Church Road, Nenagh, Co. Tipperary.

TETB is an Equal Opportunities Employer



An Rann Oideachais
agus Oiliúna
Department of
Education and Skills

SOLAS
learning works

MACKEY

SPECIALISTS IN STEEL FABRICATION & INSTALLATION

Due to the award of
new contracts
we require the following:

- **Project Manager**
- **Draughtsman (familiarity with Strucad essential)**
- **Civil Engineer**
- **Structural Steel Fabricators**
- **Structural Steel Erectors**
- **Stainless Steel Fabricators**
- **Apprentice Fabricators**

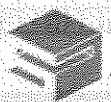
Apply with CV to

Personnel Officer

MACKEY PLANT CONSTRUCTION LTD.

Stereame Business Park,
Limerick Road, Nenagh,
Co. Tipperary

Or email office@mackeyplant.com



Semiton

Building With Care

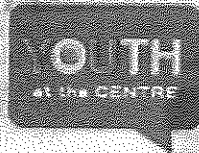
**The following Three Positions
are Available.**

- ◆ **Construction Site Manager**
- ◆ **Quantity Surveyor**
- ◆ **Procurement Admin Officer**

Opportunity for person with ambition and
energy to fulfil their potential.

Generous terms and conditions to suitable applicant

CVs to be emailed to peter@semiton.com or
call 052-6123111



Waterford & South Tipperary Community Youth Service

Applications are invited for the following:

Community Youth Worker - Cahir Community Youth Project, Co. Tipperary (To cover Maternity Leave)

Based in the Cahir Youth Centre, the Cahir Community Youth Project engages young people aged between 10 and 24 years in youth work opportunities. The youth work team identifies the needs and interests of young people and responds through the development of tailored and varied youth work responses.

Key responsibilities will include:

- Developing programmes and responses with young people aged 10 to 24 years in evenings and after school hours and including at weekends
- Increasing the level of youth participation within the Project
- Experimenting and innovating with programmes and work methods to identify what works and how this is measured
- Enlisting the involvement of a team of local volunteers to ensure the development of a relevant community response
- This project is supported and funded through the Department of Children, Equality, Disability, Integration and Youth and Tipperary Education and Training Board

Ideal candidates for the post should demonstrate flexibility, motivation and initiative, have excellent interpersonal, organisational, communication and facilitation skills, be able to engage young people in developmental group work and to build, lead and develop a volunteer team. The successful candidate will be committed to working in partnership with young people, local adults and allied professionals and will be a strong team player. They must have at least 1 year's (ideally 2 years') professional experience of working directly with young people and a recognised qualification in Youth and Community Work or related discipline.

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

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

Closing date for Applications is 5pm Wednesday 2nd December 2020.

Short-listing will apply.

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



The Nationalist
19/11/20



General Operator: Permanent Contract Store Role Mon - Fri

Dew Valley Foods is Europe's largest and leading manufacturer of cooked bacon products.

The business is looking to recruit a reliable Stores General Operator to join an industry leader that provides opportunities for training and progression to the right candidates.

Our focus and passion is on producing a premium quality product and therefore we are looking for candidates with the same focus on quality and an interest in working with dynamic teams.

What you will get:

You will receive training in chemical management, food safety and certified training in manual handling & health & safety. The business operates on a team basis with employees playing an active part in the day to day process of quality products.

This position is an immediate Start, with competitive rates, and sick pay policy with great opportunities to progress your career.

- Responsible for decanting all chemicals, adhering to all safety procedures
- Good pc and systems skills (data entry accuracy)
- The ability to prioritize and manage time effectively
- Experience operating forklift (loading and unloading trucks)
- The capability of working in a fast paced environment
- A responsible attitude and take ownership for the quality of your work.
- Good attention to detail.
- Strong spoken and written English skills.

Contract length: permanent role

Please email at HR@dewvalley.com to request a full application form and to submit your CV. Interviews are being arranged immediately.

PLASTERERS REQUIRED

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

CALL 085-8631124



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

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

RETAINED (PART TIME) FIREFIGHTER FOR DUNMORE EAST FIRE STATION

REMUNERATION:

Annual Retained Allowance	
0-2 years service	€8,194
2-5 years service	€9,106
5-10 years service	€10,210
10 +	€11,221

Additional payment for attendance at Fires and Drills and Clothing Allowance.

- Persons must reside and, if employed, work within 3 kms distance or 5 mins travelling of the Fire Station which will allow him/her to respond within the turnout time as set by the Chief Fire Officer.
- Persons must hold a full unendorsed Class B driving licence or a provisional Class B driving licence.
- Persons must be able to provide proof of release from workplace to respond to fire calls if necessary.
- Applicants must be over 18 and under 55 years old.
- Candidates may be shortlisted on the information provided on the application form.

Application forms are available from the Human Resources Department, Waterford City & County Council, Civic Offices, Dungarvan, Co Waterford, Tel No: 0761 10 2962 or may be obtained on our website at www.waterfordcouncil.ie.

Closing date for receipt of applications is **4 pm on Friday 11th December 2020.**

**WATERFORD CITY AND COUNTY COUNCIL IS AN
EQUAL OPPORTUNITIES EMPLOYER.**

Munster Express

17/11/20



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

SKILLNET MANAGER

Waterford Chamber Skillnet is a provider of training excellence for enterprise in Waterford and the South East. As Skillnet Manager you develop and lead the network's strategy in line with the overall aims of Skillnet Ireland.

DO YOU THINK YOU HAVE WHAT IT TAKES?

- An ability to identify and build key relationships with businesses from all sectors and develop a knowledge of their training and development requirements.
- Experience of sourcing learning and development programmes and managing provider relationship.
- A leader and decision-maker that can positively adapt to changes in the business landscape.
- A strong financial acumen.
- Excellent oral and written communication skills.
- Effectively oversee the strong governance of the network in line with tendering, public procurement, reporting, compliance, and auditing.
- Oversee a strong communication strategy including social media.
- Higher, third level or industry qualifications in at least one of the following: Training and Development, Business/Management, and Finance/Project Management.
- At least five years suitable industry experience.

Applications should be sent in confidence by email to:
gerald.hurley@waterfordchamber.ie by 27th November 2020

Waterford Chamber is an equal opportunities employer.



Waterford Chamber
Advancing business together



Waterford Women's Centre

*Celebrating 25 years working
with women and children in Waterford*

Waterford Women's Centre (ACCESS 2000 CLG) wishes to recruit a Coordinator for our Pathways to Employment Programme for Women

This programme is funded by Waterford Wexford Education and Training Board (WWETB) under the Local Training Initiative (LTI) which aims to engage those who experience barriers to participation

This is a part-time 24 hours a week fixed-term contract starting at the beginning of January 2021, with responsibility for coordinating the delivery of a QQI Level 4 Employment Pathways Programme

Job description available on request.
Please forward letter of application and curriculum vitae to the Manager: Breda Murphy at bredanccownwaterford@gmail.com on or before November 27th 2020

Successful applicants will have:

- At least three years' relevant experience with strong organisation and coordination skills
- Experience in delivering QQI Accredited Programmes
- Skills to develop and support a team of facilitators
- Experience of delivering programmes that address gender and class conditioning, and have the ability to work from a feminist perspective
- An honours degree in Community Education and Development or equivalent is desirable



national collective of
community based
women's
networks



wwetb
Board Oideachais agus Oiliúna
Phort Láirge agus Leith Caibáin
Waterford and Wexford
Education and Training Board

Munster Express

17/11/20



Meadowfresh Foods Ltd

Meadowfresh Foods is one of the leading processors of potatoes and vegetables in Ireland. We are currently recruiting for the following position.

QUALITY ASSURANCE OFFICER

The Role:

The role involves the development of QMS and ensuring compliance to HACCP System and maintenance of BORD Bia and BRC Standards.

The main duties will include:

- Carry out daily checks such as: Floor Quality Checks, Intake Checks, Filing of Paperwork, Shelf-life Analysis and Internal Auditing Checks.
- Management of Suppliers and Finished Product Specifications
- Complete SOP'S for Factory Floor Operations
- Complete weekly Quality Reports for Customers
- Issuing Certs of Conformances to Customers as required.
- Carrying out Supplier Audits as required.
- Drive and Maintain Best Practice on the Factory Floor.

Requirements

- Third level qualification in a relevant discipline.
- 2-3 years experience in a Food Related Quality Role desirable.
- Robust understanding of Food Safety and Quality Management Systems.
- Ability to demonstrate Leadership and work on own initiative.
- Self-motivated and willing to take responsibility.
- Proficient in word/excel/trend analysis.
- Good communication skills.
- Good record keeping capabilities.

Good Terms and conditions available for suitable candidate. Hours 8.30 to 5pm Mon To Thurs. 8.30 to 2.30 pm on Fridays. Flexibility on hours will be required in preparation and during Factory Audits.

Please e-mail CV to John Geary – John@meadowfreshfoods.com

Munster Express

17/11/20



volunteer centre
WATERFORD

Waterford Volunteer Centre CLG

Staff Recruitment

Newly established, Waterford Volunteer Centre is an exciting development within Waterford City & County. The key aim of the organisation is to provide a quality, person-centred service to volunteers and volunteer involved organisations. Our next step is to recruit staff and we have **two full time positions** to offer

Volunteer Centre Manager

and

Volunteer Centre Placement & Development Officer

Closing date for applications is **Wednesday, November 25th at 12 noon** with full job descriptions and contact details available on www.volunteerwaterford.ie

Watch this space for further updates in 2021

Waterford Volunteer Centre CLG is funded by Department of Rural and Community Development



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



volunteer ireland
volunteering in ireland

Waterford News
+ Star
17/11/20

**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



Semiton
Building With Care

The following positions
are available.

**Construction
Site Manager**

Quantity Surveyor

**Procurement
Admin Officer**

Opportunity for a person
with ambition and energy to
fulfill their potential.

Generous terms and conditions
to suitable applicant

CVs to be emailed to
peter@semiton.com or
call 052-6123111



Waterford Women's Centre

*Celebrating 25 years working
with women and children in Waterford*

Waterford Women's Centre (ACCESS 2000 CLG)
wishes to recruit a

Coordinator

for our Pathways to Employment Programme for Women

This programme is funded by Waterford Wexford Education and Training Board (WWETB) under the Local Training Initiative (LTI) which aims to engage those who experience barriers to participation.

This is a part-time 24 hours a week fixed-term contract starting at the beginning of January 2021, with responsibility for coordinating the delivery of a QQI Level 4 Employment Pathways Programme

Successful applicants will have:

- At least three years' relevant experience with strong organisation and coordination skills.
- Experience in delivering QQI Accredited Programmes.
- Skills to develop and support a team of facilitators.
- Experience of delivering programmes that address gender and class conditioning, and have the ability to work from a feminist perspective.
- An honours degree in Community Education and Development or equivalent is desirable.

Job description available on request.

Please forward letter of application and curriculum vitae to the

Manager: **Breda Murphy** at
bredanccwnwaterford@gmail.com

on or before November 27th 2020



PERSON WANTED

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

Waterford
News + Star
17/11/20

SKILLNET MANAGER

Waterford Chamber Skillnet is a provider of training excellence for enterprise in Waterford and the South East. As Skillnet Manager you develop and lead the network's strategy in line with the overall aims of Skillnet Ireland.

DO YOU THINK YOU HAVE WHAT IT TAKES?

- An ability to identify and build key relationships with businesses from all sectors and develop a knowledge of their training and development requirements.
- Experience of sourcing learning and development programmes and managing provider relationship.
- A leader and decision-maker that can positively adapt to changes in the business landscape.
- A strong financial acumen.
- Excellent oral and written communication skills.
- Effectively oversee the strong governance of the network in line with tendering, public procurement, reporting, compliance, and auditing.
- Oversee a strong communication strategy including social media.
- Higher, third level or industry qualifications in at least one of the following: Training and Development, Business/Management, and Finance/Project Management.
- At least five years suitable industry experience.

Applications should be sent in confidence by email to:
gerald.hurley@waterfordchamber.ie by 27th November 2020

Waterford Chamber is an equal opportunities employer.



**Waterford
Chamber**
A winning business together



volunteer centre
Agency of Choice (Department of Rural and Community Development)
WATERFORD

Waterford Volunteer Centre CLG STAFF RECRUITMENT

Newly established, Waterford Volunteer Centre is an exciting development within Waterford City & County. The key aim of the organisation is to provide a quality, person-centred service to volunteers and volunteer involved organisations.

Our next step is to recruit staff and we have two full time positions to offer

Volunteer Centre Manager and Volunteer Centre Placement & Development Officer

Closing date for applications is Wednesday, November 25th at 12 noon with full job descriptions and contact details available on www.volunteerwaterford.ie

WATCH THIS SPACE FOR FURTHER UPDATES IN 2021



An Roinn Forbartha
Tuaithé agus Pobail
Department of Rural and
Community Development

Waterford Volunteer Centre CLG
is funded by Department of Rural
and Community Development



volunteer Ireland
Creating a culture of volunteerism



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 with a CV, covering letter and examples of your work.

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

JOIN KELLYS TODAY

KELLYS, are 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 a certified CLAAS Harvest Centre and carry the full range of CLAAS agricultural machinery and Horsch tillage equipment amongst other leading brands.

Due to the growth and expansion of our agricultural business we have the following position available in our Borris branch:

SERVICE TECHNICIAN

Our mobile service engineer will be responsible for repairing the full range of CLAAS harvesters along with other agricultural equipment.

Must have experience working in a busy workshop.

Training on CLAAS machines will be provided.

Applicants are all required to be team players with good IT and communication skills.

If you want to work for a progressive, forward thinking dealership, work for KELLYS, join our team today.

Apply in confidence to jobs@kob.ie in writing

KELLYS

CLAAS



JOIN KELLYS TODAY

KELLYS, are 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 a certified CLAAS Harvest Centre and carry the full range of CLAAS agricultural machinery and Horsch tillage equipment amongst other leading brands.

Due to the growth and expansion of our agricultural business we have the following position available in our Abbeylax branch:

STORE MANAGER

Candidate will be managing a busy stores department and will be expected to complete all necessary paper work whilst reporting weekly and monthly to After sales Manager & Managing Directors while also supporting the branch manager with the daily running of the aftersales department.

Must be capable of generating new ideas and promotions for Stores, evaluating a customer's needs and build productive long lasting relationships. Look after stock control & Merchandising. Candidate will be required to have good leadership skills.

Must have excellent knowledge of the agricultural machinery industry with good IT & communication skills. Training will be provided.

The candidate needs to show a real passion for customer focus, innovation and the ability to make tough decisions will enable you to thrive in this roll that is challenging and demanding, achieving targets for business growth, increased sales, operating standards and colleague development and performance. This is an excellent opportunity for someone seeking a challenging career. Competitive salary plus performance related bonus.

Apply in confidence to jobs@kob.ie in writing

KELLYS



CLAAS

CHEF WANTED

St Canice's Parish Homes serve a total of 50 - 60 daily dinners to residents/clients living in our independent living units, attending our day care centre and availing of our home dinner delivery service.

Ideal candidate will be responsible for the day to day management of the kitchen, menu planning, portions size, budgeting and ordering. Must have a friendly, respectful demeanor, with a genuine interest in cooking from start to finish. Suit a seasoned Chef looking for part time hours in a relaxed and friendly environment. HACCP trained and be familiar with food tracking systems. Immediate start subject to Garda Vetting and references. Permanent Part-time hours only 8.30am - 2pm, Monday to Friday.

Closing date 4th December 2020. Please email C.V. to:

stcanicespar/shhomes@gmail.com

CAMPION

THE POWER BEHIND WATER

Job Vacancy: Pump Engineer

Location: Co. Roscommon, serving the West/North West and Midlands areas.

Campion Pumps require an experienced Pump Engineer with an Electrical background. The role is based in Co. Roscommon but serving the West/North West and Midland areas. Experience within the pump industry a distinct advantage.

All interested candidates should submit their CV to

info@campion.ie

Kilkenny People
20/11/20



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:

jobs@thehrsuiteonline.com

Closing Date for applications: 25 November 2020.

Castlecomer Credit Union Ltd is an Equal Opportunities Employer

Childminder Required

Childminder Required to mind 2 children in children's own home in Cuffesgrange before and after school 3/4 days per week. Own transport required to drop and collect from

Churchill N.S.

Contact Andi on

086-158 8985



**Design & Crafts
Council Ireland**

The Design & Crafts Council Ireland (DCCI) are currently recruiting for the following positions within their Digital & Communications Team based in Kilkenny

Communications Manager

Reporting to the Head of Digital & Communications, the Communications Manager is responsible for the planning, management, development and delivery of the company's key communications projects, publications and promotional platforms including the corporate website and social media in line with corporate strategy, as well as undertaking projects to support departmental activities such as PR, branding and research.

Key Requirements:

Third level qualification in journalism, communications, new media technologies or public relations and have 5 years+ previous experience in a working in a communications/marketing role in a busy and dynamic environment.

For detailed job spec. please visit: www.dcci.ie/craftspeople/opportunities

CRM & Client Services Administrator

To manage the ongoing rollout and development of Salesforce, DCCI's CRM system, working closely with the Digital & Communications Team to ensure backend integration with DCCI communications channels (website and community portal) and integration of a range of applications. This role includes administration of the CRM and DCCI client registration, and the administration and delivery of ongoing training.

Key Requirements:

Qualification and/or significant experience in database management and IT along with experience working with Salesforce and Apple Mac

For a detailed spec please visit: www.dcci.ie/craftspeople/opportunities

Applications Process:

Morgan McKinley Recruitment has been retained by DCCI to manage this recruitment process. Interested candidates are requested to send their Cover Letter and Curriculum Vitae by e-mail to Joleary@morganmckinley.com

Closing date for receipt of applications is Friday 27 November by 12 noon.

The Design & Crafts Council Ireland is an equal opportunities employer

Kilkenny People
20/11/20



Muckalee

Community Childcare

Are recruiting for the following positions:

Child Care Practitioner

- Suitable candidate should have a minimum of a QQI level 5 in child care with level 6 or 7 an advantage. Candidate must also have a warm and caring personality with a passion for working with children

Office Assistant:

- Suitable candidate must have experience working with word and excel and be capable of working on own initiative.
- Suitable Candidates for both positions will be garda vetted

**For more information or to apply please
email office@muckaleechildcare.ie**

Goods In Operative

Top Part Motor Factors - Clonmel, County Tipperary
Urgently needed

We are one of the leading Motor Factor companies in Ireland with 19 branches nationwide, with more branches opening soon. Due to continued growth we have a position of Stock Controller in our motor factors in Clonmel

You must have a minimum of 1 Years' experience. Experience within the motor sector would be advantageous, you must have held a current position within Ireland within the past year in a stock controller role.

Be experienced and successful in a stock environment
Have drive and ambition to meet high standards
Have a strong work ethic
Have a very good working knowledge of IT
Possess a strong understanding of products
Full Driving Licence
Meeting deadlines

Job Type: Full-time

Schedule:

- 8 hour shift

Experience:

- stock control: 1 year (Required)

Licence:

full (Required)

APPLY VIA WWW.INDEED.COM



Shuttering Carpenter

Ward Personnel - Clonmel, County Tipperary
Full-time, Temporary

Ward Personnel require Shuttering Carpenters for a project in the Clonmel area. Pharmaceutical experience would be an advantage, but not essential. A valid Safe Pass is essential. An immediate start is available. Contact Ward Personnel on 021 2339120.

APPLY VIA WWW.INDEED.COM

Sales Assistant

Carrick-on-Suir, County Tipperary

Texaco Spar Service Station, Carrick-on-Suir part of the H2 Group, one of Ireland's fastest growing forecourt retailers. We offer fantastic career opportunities for enthusiastic and hardworking individuals. We currently have a vacancy for a **Sales Assistant** in our store. This is a **full-time role** and successful applicants must be **fully flexible to work hours to meet the store requirements**.

Customer Care

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

Operational & Store Presentation

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

Food Service

- Preparation of food for subsequent resale in line with HACCP regulations
- Check temperatures around the store ensuring they are compliant with HACCP regulations
- Excellent interpersonal and communication skills
- Excellent communication skills
- Numerical abilities
- The ability to work as part of a team
- The ability to use initiative
- Sound judgement with the ability to make decisions
- Self-motivated
- Good attention to detail

APPLY VIA WWW.INDEED.COM



Healthcare Assistants

Mowlam Healthcare - Waterford

We are now looking to grow our healthcare team and are inviting applications to the role of Healthcare Assistant.

Applicants MUST have a relevant QQI Level 5 Qualification (completed or in progress of completing same) with 1 year+ of elderly care experience being a distinct advantage

Purpose of the role

The Care Assistant works as a member of a team delivering care to the residents via the Named Nurse concept. As such a team member, the Care Assistant contributes to the fulfillment of Mowlam Healthcare's philosophy of care.

The role reports to the Nurse in Charge and is responsible to the Director of Nursing.

What does the role entail?

- Supporting the nursing staff and team in delivering high quality person-centred care to meet all care needs of residents
- Getting to know residents' interests and needs, providing attention, support and companionship
- Promoting the mobility of residents, supervising and assisting as necessary to ensure optimum mobility is maintained and improved where possible
- Enabling and assisting residents to maintain their personal appearance /hygiene needs while always maintaining their dignity
- Communicating with nurses regarding resident's condition or any aspect of resident's daily life
- Enabling and assisting residents to eat/drink and achieve physical comfort
- Participating, organising and carrying out social activities
- Sustaining high level of communication between resident's family and staff developing good relationships
- Assisting in the upkeep of high standards of cleanliness in the home
- Contributing to the maintenance of Health and Safety in the home
- Any other duties deemed necessary by Nurse in Charge and management.

What are the qualifications/skills needed?

- FETAC/ QQI Level 5 qualification in Healthcare or equivalent
- Experience working in a healthcare environment (with a good knowledge of HIQA standards) preferable
- Excellent communication and listening skills
- Reliable and professional
- Can work independently or part of a team
- Ability to maintain a positive outlook
- Fluent level of English both written and oral

All posts are subject to satisfactory references, medical and Garda vetting.

What do we offer?

- Guaranteed hours contracts
- **Premium Sunday and Bank Holidays rates**
- **Paid breaks**
- Death in Service Cover

- Free Garda Vetting
- Comprehensive induction training and continued in-house training/professional development
- Opportunities for career progression
- Paid trainings
- Covered/subsidised meals

Note

This job description is intended to give the post holder an appreciation of the role and the range of duties, it does not attempt to detail every activity. Given the nature of the work, it must be stressed that maximum flexibility is required to work in the nursing home. Specific tasks and objectives will be agreed with the post holder periodically by the Home Manager.

APPLY VIA WWW.INDEED.COM

OTC Sales Assistant

Waterford City

€12.50 an hour - Full-time, Permanent

Full time OTC sales assistant required for busy pharmacy

2 years experience is compulsory.

Reference ID: waterford role

Job Types: Full-time, Permanent

Salary: Up to €12.50 per hour

Benefits:

- Employee discount
- On-site parking

Schedule:

- 8 hour shift

Experience:

Sales: 2 years (Required)

APPLY VIA WWW.INDEED.COM

Carpenter
Causeway Group - Waterford
Temporary

Qualified Carpenter

With Safe Pass

Job Type: Temporary

Experience:

- Carpentry: 2 years (Preferred)

Licence:

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

APPLY VIA WWW.INDEED.COM

General Labourer

Causeway Group - Waterford

*GENERAL LABOUR WORK
MUST HAVE A SAFE PASS*

Job Type: Full-time

APPLY VIA WWW.INDEED.COM

Plumber

Causeway Group - Waterford
Temporary

Qualified Plumber who is RGI registered

Job Type: Temporary

Experience:

- plumbing: 1 year (Preferred)

Licence:

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

APPLY VIA WWW.INDEED.COM

Production Operative

Queally Pig Slaughtering Ltd - Waterford

€28,000 a year - Full-time, Permanent

- Production Operatives required for food processing factory , preference for operatives with knife experience .
- Day work , Monday to Friday
- Position is full time position , with additional overtime available .
- Pension scheme available for full time employees .

Job Types: Full-time, Permanent

Salary: €28,000.00 per year

Benefits:

- Company pension
- On-site parking

Schedule:

- 8 hour shift
- Monday to Friday

Education: Leaving Certificate (Preferred)

APPLY VIA WWW.INDEED.COM

Catering Assistant

MPMA Enterprises Ltd - Waterford

€10 - €11 an hour - Full-time, Part-time, Contract, Permanent

Urgently needed

We are looking for full time and part time seasonal staff for O'Brien's Sandwich Bar / Abrakebabra. Must have at least 2 years experience in similar role. Must be available for Saturdays, Sundays and Bank holidays.

Suitable candidate will;

- Have experience working with food in a catering role or similar.
- Have high level of customer service and communication skills.
- Be able to work well individually and in a team environment.
- Maintain highest level of food safety HACCP standards and procedures.
- Ability to multitask and work in a fast-paced environment with a professional approach.

The role and responsibilities:

- Food preparation for busy restaurant /deli sandwich bar.
- Ensure customers are served efficiently in a pleasant, respectful manner
- Cleaning and ensuring the highest level food hygiene and safety standard
- Responsibility for accurate till procedures and cash handling.
- Knowledge and experience of barista training and beverage preparation.

Job Type: Full-time and part time.

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

APPLY VIA WWW.INDEED.COM

Plumber - Waterford

Walsh & Sheehan Ltd - Waterford
Full-time, Permanent

Walsh and Sheehan Ltd

We are recruiting for Qualified plumbers: Domestic and Industrial

and 2nd, 3rd & 4th year apprentices for a new project - An housing development in Waterford.

- Qualified Domestic/ Industrial plumber (with experience)
- 2nd, 3rd and 4th year Apprentices (with experience).

Essential Requirements:

- Experience in Domestic/ Industrial Plumbing
- Fully Qualified Domestic/ Industrial plumber with previous experience
- 2nd/ 3rd / 4th Year Apprentice Plumber with previous Experience
- SafePass card
- Manual Handling Certificate
- Friendly and Positive attitude

Working Hours:

- Monday to Friday
- Std: 39 hrs p/w

Experience:

- plumbing: 2 years (Required)

Licence:

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

APPLY VIA WWW.INDEED.COM

JOBSEEKER LOGIN OR REGISTER | EMPLOYER

Apply Via jobs.ie

FIND A JOB FIND A COURSE JOB TALK ADVERTISE A JOB

Q Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)**Retail Support & Operations Person**

Harvey Norman

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Contract | Part Time

🕒 16 Nov

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

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.

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.

ABOUT THE JOB:

Reporting to the Store Manager, Harvey Norman is looking for a Retail Support & Operations Person. The role of the Retail Support & Operations person has a wide range of responsibilities which supports the team and has a focus on improving the overall customer experience.

This is an excellent opportunity to work in a fast moving and dynamic retail company.

YOUR JOB - your tasks will include:

- Build customer loyalty by providing a great, friendly and professional service.
- Process online sales orders (invoicing / click & collect preparation)
- Analyze and monitor daily reports, flagging priorities to manager.
- Assist on the Cash Desk during busy periods.
- Take ownership of customer service, responding promptly to customer queries
- Other duties that may be required from time to time to fulfil your role.

YOUR PROFILE - your knowledge, skills and experience include:

- **Experience and Qualifications** - Ideally have retail experience but not essential as excellent training will be provided.
- **Customer Orientated** - Thrive in a customer focused environment, be people oriented and be competent in problem solving.
- **Attention to detail** - Have a keen eye for detail and display alongside accuracy.

Pg 1 of 2

- **Team & Collaborative Working** – Works co-operatively and is a supportive member of the team. Actively helps and supports others to achieve team goals.
- **Adaptable to Change** – Be open and accepting of necessary change and innovation within the company, show a willingness to learn new ways to accomplish objectives.
- **Positive attitude and outlook** – You have a positive outlook on life, work, and self and you have an optimistic view of the future and your own performance.

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 discounts

Additional Information:

- This is a Fixed Term Contract with potential for permanency. We need employees to be flexible about when they work, covering store opening hours, including days, evenings, weekends and public holidays. The successful candidate may be required to attend a company induction day in Dublin.
- 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:

Positive attitude and outlook, Adaptable to Change, Team & Collaborative Working, Attention to detail, Customer Orientated

Apply For This Job

You are just a few steps away

Get started by entering your email

Email

Next

First Name

Last Name

ATTACH A CV TO YOUR APPLICATION

No CV attached



Pg 2 of 2

* Apply Via Jobs.ie *

FIND A JOB

FIND A COURSE

JOB TALK

ADVERTISE A JOB

Q Job title, Skill or Company

📍 Location

[<< Return to job Search](#)**Cashier (Part Time)**

Harvey Norman

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Contract | Part Time

🕒 16 Nov

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

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.

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.

ABOUT THE JOB:

Our cashiers are in many ways the face of our business. The job involves interacting with our customers, accepting and processing payments for goods, a range of activities to administer sales and transactions, and providing amazing customer service experiences which help make Harvey Norman a great place to shop.

YOUR JOB - your tasks will include:

- Receiving payment by cash, cheque, credit-cards, vouchers or automatic debits.
- Computing and recording transactions and ensuring 100% accuracy for all register transactions.
- Maintain the Cash Desk to company standards at all times by completing daily housekeeping duties including dusting, cleaning and merchandise presentation.
- Cash handling and safe custody of collecting cash.
- Build customer loyalty by providing a great, friendly and professional service; be attentive to customer's needs and aim to exceed customer expectations.
- Answer and follow up on all customer enquiries at the cash desk and on the phone.
- Adherence to the Cashier Policies and Procedures at all times.
- Familiarise yourself with current sales, advertising campaigns and company initiatives.

YOUR PROFILE - your knowledge, skills and experience include:

Pg 1

- **Experience and Qualifications** – Leaving cert or equivalent is required. Must have experience working face to face with the public in a customer service role.
- **Preferably have 1-3 years hospitality or tourism service or face to face retailing experience.** Basic level excel is necessary.
- **Customer Orientated** – Ability to build customer loyalty through providing great friendly and professional service.
- **Confident, Outgoing and People Orientated** – Have a warm, friendly demeanor and actively take opportunities to be social and interact with customers.
- **Strong Numerical & Logical Ability** – Have the ability to handle, count and deal with money; to work with numbers in a competent way.
- **Hardworking, Conscientious, & Self Motivated** – Have a high degree of personal and interpersonal energy at all times. The ability to work under pressure and achieve results.

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 discounts

Additional Information:

This is an 3 month fixed term contract with potential for permanency. We need all our employees to be flexible about when they work, covering store opening hours, including evenings, weekends and public holidays. The successful candidate may be required to attend an induction day in Dublin.

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.

Please note we do not require any agency assistance at this time.

Skills:

Cash Handling, Customer Service, Strong Numerical and Logical Ability

Apply For This Job

You are just a few steps away

Get started by entering your email

Email

Next

First Name

Pg 2

* Apply Via jobs.ie *

JOBSEEKER LOGIN OR REGISTER | EMPLOYER

FIND A JOB FIND A COURSE JOB TALK ADVERTISE A JOB

Q Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)**Online Order Assistant (Part Time)**

Harvey Norman

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Contract | Part Time

🕒 16 Nov

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

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:

Harvey Norman is seeking to recruit Online Order Assistants in order to meet the continuing growth of our brand in store and online. The purpose of the Online Order Assistant role at Harvey Norman is to support our store network with the management of online orders, ensuring their smooth and efficient process while fulfilling the needs of our customers. A successful online order assistant will have excellent organizational skills, they will pay close attention to detail, can provide outstanding customer service, and create an unforgettable shopping experience for our customers each and every time. This role is crucial to making Harvey Norman a great place to shop.

If you are somebody who has a real flair for customer service, you have a friendly and professional manner with a fun and bubbly personality then we want to hear from you!

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.

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 JOB - your tasks will include:

- Processing all online orders received by the store.
- Responding to customer queries relating to online purchases.
- The picking, packing and preparation of goods for dispatch/delivery.
- Ensuring effective delivery of all goods by packing goods to the highest standard.

Pg 1

- Liaising with delivery contractors to ensure that they meet the companies requirements for a speedy, efficient and professional delivery service.
- Offering our customers the highest level of customer service in keeping with Harvey Norman standards.
- Being passionate and knowledgeable about the online customer experience or "journey" and seeking out ways to improve it.
- Actively assisting customers who avail of our 'click and collect' service in store.
- Assisting with any other duties as required by your Team Leader/ Manager.
- Ensuring your areas of responsibility are clean, vibrant, tidy, and customer friendly.
- Ensure company standards of performance are followed at all times.

YOUR PROFILE – your knowledge, skills and experience include:

- **Experience & Qualifications** - Leaving cert or equivalent is required. Experience managing systems and organizing delivering including picking and packing is preferred. Preferably have 1-3 years hospitality or tourism service or face to face retailing experience.
- **Strong Admin Experience** - You have a strong background in administrative jobs where to complete a task 3-4 steps are required, with high attention to detail. You need to be a quick learner and have an enthusiasm for absorbing new concepts and processes.
- **Motivated & Target Driven** - You are highly motivated to perform, and strive for excellence.
- **Strong Communicator / Good Listener** - You are a strong communicator, and have excellent listening and interpersonal skills.
- **Passionate about online business** – You have strong interest in online sales including but not limited to managing customer queries from online customers, shipping online orders and helping customers in store for 'click and collect' orders.
- **Energetic, Self motivated & persistent** – You possess and radiate a high degree of energy, and can work towards goals without constant supervision.
- **Positive attitude and outlook** – You have a positive outlook on life, work, and self and you have an optimistic view of the future and your own performance.

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

Additional Information:

- For this role you must be flexible about when you work, covering store opening hours, including evenings, weekends and public holidays.
- 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:

Customer Care, Organised, processing orders

Apply For This Job

Pg 2

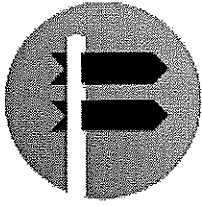
Free “Online” Training Courses

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



Barclay Oldenham Esq
Chilima Harbourside Avenue
Nayawana, Lilongwe
Tanzania

Continuum Expansion

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

EHA1 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)



Published by the National Endowment for the Humanities
2015-2016



EUROPEAN UNION
Investing in your future
European Social Fund



西曆一千九百零九年九月廿九日
 西曆一千九百零九年九月廿九日
 西曆一千九百零九年九月廿九日
 西曆一千九百零九年九月廿九日

SOLAS
learning works



Learning Together - Your Success, Our Goal #TETB

**etb**

Bord Oideachais agus Oiliúna
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 th Jan 2021	Medical Administration Support	<i>Carrick-on-Suir</i>	16 Weeks – Full Time
18th Jan 2021	Logistics & Distribution Traineeship	<i>Clonmel</i>	45 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



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.

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.

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).

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