

# **JOB VACANCIES & FREE TRAINING COURSES**

**WEDNESDAY 16<sup>TH</sup> DECEMBER 2020**

**THIS JOB PACK IS ALSO AVAILABLE ONLINE WEEKLY AT [WWW.WLP.IE](http://WWW.WLP.IE)**

**PLEASE SELECT JOBSEEKERS TAB**

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

**FOR ONGOING SUPPORT, JOBSEEKERS CAN  
CONTACT US DAILY VIA:-**

**PHONE:** 058 44077

**TEXT:** 086 787 0872 or 086 035 8615

**Email:** WESTWATERFORD.LES@WLP.IE

**DUNGARVAN & LISMORE LOCAL EMPLOYMENT SERVICE**

**STAFF CONTACTS : NIAMH KUHNE / PAULA HENNESSY**

## **LOCAL EMPLOYMENT SERVICE**

**SUPPORT SERVICE FOR THE UNEMPLOYED**

**WORKING UNDER CONTRACT FOR THE DEPARTMENT OF SOCIAL PROTECTION**

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An Roinn Coimirce Sóisialaí  
Department of Social Protection



Comhphairtíocht Leader  
Phort Láirge

Waterford Leader  
Partnership



DUNGARVAN LEADER, FRIDAY, DECEMBER 18, 2020

**FULL TIME POSITION AVAILABLE:**

## **Glazing Lab and Admin with some retail involvement**

- Experience unnecessary - all training done in house.
- Ability to offer outstanding customer service essential.

**C.V.s to:**



**Opticians**

1 High Street, Dungarvan, Co. Waterford



**IMMEDIATE VACANCY FOR**

## **Experienced Legal Executive or Legal Secretary**

Must have previous experience in a range of areas and excellent IT skills including use of Case Management Systems.

Reply please to: Box No. 885, Dungarvan Leader,  
18 Mitchel Street, Dungarvan, Co. Waterford.



## **D & D1 SCHOOL BUS DRIVERS REQUIRED**

**FOR DUNGARVAN AREA**

Must have up to date CPC's

Contact: **WILLIE BUMSTER**

**087 799 56 32**



**CHILDMINDER REQUIRED 2 DAYS PER WEEK IN ABBEY-SIDE** – To mind three children from January 2021. Transport necessary. Tel. (086) 3803873. (25-12)

## POSITION OFFERED

### FULL-TIME POSITION AVAILABLE **Glazing Lab and Admin** WITH SOME RETAIL INVOLVEMENT

Experience unnecessary – all training done in-house.  
Ability to offer outstanding customer service essential.

*C.V.s to:*

**i eye opticians**

**1 High Street, Dungarvan, Co. Waterford**



## Radley Engineering Ltd.

Kiladangan, Dungarvan, Co. Waterford.

Tel: +353-58-41199 | Fax: +353-58-42169

E-mail: [info@radleyeng.com](mailto:info@radleyeng.com) | Website: [www.radleyeng.com](http://www.radleyeng.com)

Radley Engineering Ltd. have the following vacancy at our  
Dungarvan facility

## QA/QC Engineer Lead

We are looking for an experienced QA/QC Engineer to join the Piping Quality Department. The ideal candidate should have a Mechanical Engineering background or similar. The role requirements include but are not limited to:

- Mechanical Engineering Degree or similar
- Minimum of 3 years' experience in a Quality role
- System & Test pack generation
- System Walk down, creating punch lists
- Redlining P&ID's
- Reviewing/generating Isometrics/Weld logs/NDT Reports
- Visual Weld Inspection
- Ensuring highest standard of works are completed prior to client walkdown/sign off
- Reviewing specifications and generating Quality Plans
- Partaking in client audits and surveillances
- Co-ordinate with management for quality improvements
- Comply with ISO 9001:2015 requirements
- Strong customer focus and ability to work well on own initiative

**To apply, please email your CV to  
[deirdre.flavin@radleyeng.com](mailto:deirdre.flavin@radleyeng.com)  
or by post to:**

**Deirdre Flavin, Radley Engineering, Kiladangan, Dungarvan,  
Co. Waterford X35 X859.**



**WATERFORD NEWS & STAR**  
DECEMBER 15, 2020

**CleanStop**  
car valeting services

## WE'RE HIRING

FULL TIME / PART TIME ROLES AVAILABLE  
CITY SQUARE SHOPPING CENTRE

**CAR VALETOR /  
CUSTOMER SERVICE AGENT**

Successful candidates will have:

- Full, clean driver's license is essential for this role.
- Excellent communication and customer service skills.
- Have ability to work on own initiative as well as in a team.
- Ability to work in dynamic and fast pace environment.
- Strong attention to detail and high degree of accuracy and professionalism.
- Candidate must be flexible and available for morning, evening and weekend shifts.

Previous Car Valeting experience preferred. References required.  
Excellent remuneration and working conditions will apply.

SUBMIT YOUR CV AND COVER LETTER BY E-MAIL ONLY:

**INFO@IPAIRC.IE**



# Career Opportunities in Revenue

*Revenue is recruiting at senior management level.*

*If you are keen to work in a progressive organisation that invests in its people, why not join us?*

These are key senior management and leadership roles with responsibility for the delivery of high-quality results. You will be expected to make a strong contribution to the achievement of Revenue's core strategies, both personally and collaboratively, in a challenging, complex and dynamic business environment.

## Principal Officer – Personal Tax/Capital Taxes OR Global Mobility Specialist

You will lead one of a number of teams and drive the development of capability, capacity and innovation, contributing to the continuous development of Revenue's legislative, interpretive and operational framework.

### Personal Taxes/Capital Taxes

Leading on the development of Revenue's strategy across a range of personal tax matters including for example, Income Tax, the operation of PAYE, Revenue's response to the Covid-19 pandemic and certain Capital Taxes (Stamp Duty, Capital Acquisitions Tax and Local Property Tax).

### Global Mobility Specialist

Leading a newly established team on the development of Revenue's strategy across a range of global mobility issues. This will include, for example, tax residence and domicile, the remittance basis of taxation, split-year relief, the taxation of short-term business visitors, employees on formal assignment, commuters from both tax-treaty and non-tax-treaty countries and employer PAYE obligations.

For additional information visit [www.revenue.ie/go/144/](http://www.revenue.ie/go/144/)

Closing date and time for this competition is: **Thursday, 7 January 2021 at 13:00.**

*Revenue is an Equal Opportunities Employer.*



**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs  
[www.revenue.ie](http://www.revenue.ie)

Advanced Medicine  
Exceptional Care



BON SECOURS HEALTH SYSTEM  
[www.bonsecours.ie](http://www.bonsecours.ie)

JCI ACCREDITED

Bon Secours Health System is Ireland's largest independent healthcare provider with a network of modern, accredited acute hospitals located in Cork, Dublin, Galway, Tralee and Limerick, together with a Care Village in Cork.

Our Mission is to provide compassionate, quality healthcare to our patients and their families within a Catholic ethos. We provide opportunities for career advancement and continuously support our 'Outstanding People' to grow and utilise their talent, in an organisation that embraces change & values both innovation and worklife balance.

Cork Dublin Galway Tralee Limerick

## HEAD OF ADMINISTRATION

**Permanent Full-Time Grade VI Position**  
(Salary Scale: €48,541 - €59,321)

Applications are invited for the above position from suitably qualified and experienced candidates. The role of the Head of Administration will manage Administrative Staff, guide operating methods, manage and monitor the budgets of the relevant departments under their remit along with improving administrative information systems throughout the site.

For more details on this vacancy and how to apply please visit [www.bonsecours.ie/tralee-careers](http://www.bonsecours.ie/tralee-careers)

### TO APPLY

Please forward your CV to Susan McNamara at [sbmcmnamara@bonsecours.ie](mailto:sbmcmnamara@bonsecours.ie)  
Closing date for receipt of applications is  
**Wednesday 23rd December 2020.**



Please visit the careers section on  
[www.bonsecours.ie](http://www.bonsecours.ie) for further  
information on this role and other opportunities

Bon Secours Health System is an equal opportunities employer

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Vac

GP Wood Ltd require an e



# 19 Money & Jobs



## EXCITING CAREER OPPORTUNITIES MOTOR INDUSTRY

- Immediate Start • Bonus Payment On Signup
- Excellent Terms & Conditions

Been let go, put on short time, worried about your employment?

**-Talk to us Today-**

Lucey Motors is a well established, busy and successful multi-franchise main dealership.

The following openings are to accommodate increased demand for our Sales & After Sales business, ahead of the key January 2021 market.

### Positions:

- EXPERIENCED SERVICE MANAGER
- QUALIFIED MOTOR TECHNICIANS
- TRAINEE SERVICE / PARTS ADVISOR
- CAR VALETORS
- SENIOR SALES PERSON

Well located premises, easily accessible from Cork and Limerick cities.

**We will pay above industry rate for proven candidates.**

Contact Us in Charleville Today [info@luceymotors.com](mailto:info@luceymotors.com)  
General Manager 063 89222

# Sigmar Recruitment

## • Payroll specialist

– Kilkenny

## • Auditor

– Kilkenny

## • Accounts administrator

– Cork

## • Audit Accountant

– Cork

For further information or to apply

[cork@sigmar.ie](mailto:cork@sigmar.ie)/[www.sigmarrecruitment.com](http://www.sigmarrecruitment.com)

Georges Quay, Cork City, Cork, T12 F611

Phone 021 431 5770



Advanced Medicine  
Exceptional Care

BON SECOURS HEALTH SYSTEM  
[www.bonsecours.ie](http://www.bonsecours.ie)

JCI

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Closing date for receipt of applications  
Wednesday 23rd December



Please visit the careers section at [www.bonsecours.ie](http://www.bonsecours.ie) for more information on this role and other opportunities.

Bon Secours Health System is an equal opportunity employer.





## Situations Vacant

**GP Wood Ltd** require an experienced Saw Technician / Saw Doctor, located at their Lissarda facility in Co. Cork. This is a fulltime position, working a minimum of 40 hours a week with a minimum annual salary of €35,000. Experience in the wood processing industry is desirable. Applications to [jobs@gpwood.ie](mailto:jobs@gpwood.ie) or HR department GP Wood, Enniskeane, Co. Cork.

**REYNA Ltd** require (3) Chef de Partie for their popular Turkish restaurant at 29-30 Dame Street, Dublin 2. Must be hard working and a team player. Must have minimum 2 years' experience working in a busy kitchen. Must have a knowledge of Turkish Cuisine and the preparation and ingredients required for same. Contact jimmy, Location: 29-30 Dame Street, Dublin 2, Salary: €30,000 per annum, Hours: 39 hrs per week. CV to [reynadublincity@gmail.com](mailto:reynadublincity@gmail.com)

## Hotel & Catering

**CLADDAGH Blarney Restaurant Limited**, The Square, Blarney, Cork wishes to recruit 2 Chef de Partie to create, cook and present a range of International cuisine, minimum 2 years experience; €30,000 per year; 39 hours per week. Apply with CV to [claddaghblarneyrestaurant@gmail.com](mailto:claddaghblarneyrestaurant@gmail.com)

**THE Lantern House Group Limited T/A Lantern House**, The Square, Blarney, Cork wishes to recruit a Chef de Partie to create, cook and present a range of Asian cuisine, minimum 2 years experience; €30,000 per year; 39 hours per week. Apply with CV to [lanternhouserestaurant@gmail.com](mailto:lanternhouserestaurant@gmail.com).

### SIGMAR RECRUITMENT

Auditor Job

Dublin

### DRAFTKINGS

Lead Data Engineer

### IGDS RECRUITMENT

Senior Electronics Engineer

Cork

### CAREERWISE RECRUITMENT

Senior Manager (Clinical Trials)

### SIGMAR RECRUITMENT

Payroll specialist

Cork

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### MSD

Senior Specialist

Cork

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Associate Assembler

### CPL

HR Officer

Dublin

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For full details of any of these jobs go to [RecruitIreland.com](http://RecruitIreland.com).

advertise on [RecruitIreland.com](http://RecruitIreland.com) **CALL 1890 450 750**

## Recruitment Advertising

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T. 021 491 0000

Email: [recruitment@examiner.ie](mailto:recruitment@examiner.ie)

## Recruitment Advertising



CONTACT OUR  
RECRUITMENT TEAM  
T. 021 491 0000  
Email: [recruitment@examiner.ie](mailto:recruitment@examiner.ie)

## Sales Advisor – Minogue Furniture – Dungarvan

Irish owned, family run Minogue Furniture are looking for a part time Sales Advisor in our Dungarvan Store.

We are offering a generous package with staff benefits to the ideal candidate.

### The Person

- Must be an enthusiastic individual with a talent for selling, matched with strong customer focus.
- Goal driven.
- Achieve weekly sales targets, dealing with our customers on a day to day basis, both by telephone and in person.
- Energetic and enthusiastic.
- Willingness to provide a top class professional service.

### Skills and Qualifications

- You will be an experienced retail advisor with at least two years retail experience.
- Furniture experience would be a benefit but not essential.
- Previous achievement of sales targets will be an advantage.
- Interior design experience would be benefit but not essential.
- You will have strong IT skills and an excellent telephone manner.
- You will be a team player with excellent communication skills.
- Able to use your own initiative, you will be hard working, conscientious with strong motivational skills

### Experience:

- Retail: 1 year (Preferred)
- Sales: 1 year (Preferred)
- Customer service: 1 year (Preferred)

**Job Type:** Part-time  
**Reference ID:** Sales

[Advertised on www.indeed.com](http://www.indeed.com)





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## Deli Customer Assistant - Kilrush Roundabout, Dungarvan, Co. Waterford



CIRCLE K IRELAND LIMITED



Ref: #JOB-2166313



Dungarvan, County Waterford, Ireland



No of positions: 1



Paid Position



22.5 hours per week



To be Confirmed



Published On: 14 Dec 2020



Closing On: 11 Jan 2021

Apply

### Job Description

Share

\*\*\* Candidates for this position will be selected from virtual interviews. Once you submit your application for this role please follow the link which is emailed to you \*\*\*

goi

iesl

We currently have a vacancy for a part time deli customer assistant to work in Circle K, Gallowshill, Dungarvan, Co. Waterford. The successful candidate will work on a 22.5 hour contract (Guaranteed minimum hours) and must be available to work shifts throughout the week.

Being a Sales/Deli Assistant at Circle K.

You will bring our vision to life for our customers. Whether you are placed in our Deli, our Retail Store or on our Forecourts you will be passionate about our business, have get-up-and-go and put the customer at the heart of everything you do. Our Retail Sites are busy places so you will need to enjoy working in high performance and target driven environments.

You will be part of a team; however successful candidates use their initiative every day to make sure that safety is our priority while delivering on our values. We trade long hours so your flexibility is important to us – tell us about your availability during your application.

To find out more about working with Circle K, visit any of our stations nationwide and the "join our family" tab at [www.circlek.ie/careers](http://www.circlek.ie/careers)

See link <https://jobs.circlekeurope.com/job/Waterford-Deli-Customer-Assistant-Dungarvan%2C-Co.-Waterford-WD-X35-VX06/636033301/>

### Career Level

- Not Required

### Candidate Requirements

#### Essential

- Minimum Experienced Required (Years): 0
- Minimum Qualification: Level 3 (incl Junior Cert)

#### Desirable

- Ability Skills: Catering, Customer Service, Interpersonal Skills
- Competency Skills: Flexibility, Initiative, Teamwork, Time Management
- Specialising In: food service, retail sales

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## Retail Sales Consultant

### Vodafone The Phone Stores

 Dungarvan, County Waterford, Ireland Not Disclosed Permanent | Full Time 14 Dec[Apply Now](#)

#### Description

#### Company Details

We currently have a vacancy for a full time Retail Sales Consultant in our Kilkenny store.

This role is suited to an outgoing, sales focused individual who would enjoy the following:

- Demonstrating Vodafone products and services such as Mobile, Broadband and TV.
- Up-selling these products to our new and existing customers.
- Being the face of the Vodafone brand within a retail setting.
- Working in a busy and dynamic environment.

To join our team you must be:

- Highly motivated and goal orientated.
- Capable of working on your own initiative and as part of a small team.
- A great communicator and passionate about customer service.
- Flexible in your approach to working hours when necessary.

#### Skills:

Retail Sales, Telecommunications, Customer Service

#### Benefits:

Competitive basic wage, uncapped commission, staff discount, career development and progression

## Apply For This Job

You are just a few steps away



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

## Team Leader - Outbound Sales

Zevas Communications Ltd.

 Dungarvan, County Waterford, Ireland

€ - €30,000

 Permanent | Full Time

 14 Dec



Login or register to apply

### Description

### Company Details

#### About us

Zevas Communications is a leading provider of outsourced customer contact solutions for companies who are serious about every customer communication. We serve a cross section of industry verticals from Telecom to Financial Services across European and North American markets. Our Team of highly skilled staff, hands-on management style and best of breed technologies allow companies interact with their customers when their customers need them, whether it's over the phone, by VoIP, by email or on the Web.

#### About the position:

In this newly created role, we are seeking a smart, visionary Outbound Sales Team Lead to help us build out and lead a new campaign. You'll manage a team of in-house Telesales Representatives on behalf of our client. As part of the management team, you should expect to be hiring, training, motivating your local crew, and ultimately delivering on the sales team's revenue goals across both new and managed business.

#### Main Responsibilities

- Lead a team of Sales Representatives to achieve daily, weekly, monthly and quarterly goals across 3 key areas:
- Productivity
- Quality
- Revenue
- Hire, train, coach and grow a highly effective, high performance sales team using your proven track record.
- Be a hands-on team leader utilizing excellent time management and a willingness to work the floor, conduct side by side coaching, one to ones, daily huddles etc.
- Build strong relationships amongst key stakeholders.

#### What we are seeking

- Proven ability to build strong relationships with key stakeholders quickly
- Proven track record of being a top sales performer as an agent in a previous career
- A thorough understanding of sales methodologies across all stages of the sales cycle.

- Highly data driven where decisions are made based on key KPI data reports.
- Ability and willingness to drill down to opportunity level with individual sales reps as needed.
- Willingness to lead by example.
- Highly organised with strong operational efficiency.
- Highly motivated & energetic.

**Minimum Qualifications:**

- A good academic record with 2+ years of People Management and Sales, customer care or equivalent experience.
- Strong verbal & written communication, and attention to detail: you have the ability to hold a confident and controlled conversation.
- Proficient in using spreadsheets and other office applications

**Benefits:**

- Salary: €30,000 Plus an excellent bonus
- Exciting time of growth - real progression opportunities.
- Pension Plan.
- Subsidized Health Care.
  - Free parking
  - Social club













To review our our Recruitment Privacy Policy please visit this link:

**Skills:**

coaching, People Management, client interaction

Login or register to apply

## Recommended Jobs

- **Store Manager**  
 Dealz  
 Waterford
- **Part Time Grocery Merchandisers wanted - Dungarvan**  
 PRL  
 Waterford
- **Administrative Assistant**  
 Excel Recruitment  
 Waterford



## **Telesales & Transport Administrator**

### **Dawn Meats – Carroll's Cross**

**Company:** Dawn Meats

**Location:** Carroll's Cross, Co. Waterford

**Reporting To:** Customer Service Manager

**Contract Type:** Permanent

#### **Role Summary:**

Dawn Meats are currently looking to hire an experienced Tele sales and Transport Administrator for their busy office with exceptional organisational and I.T skills.

**The successful candidate will be based at our Carroll's Cross facility and will be responsible for:**


- Telesales & Customer Support;
- Purchase order generation and general admin support;
- Processing export and domestic shipping documentation daily;
- Ensuring stock is allocated to orders to fulfil shipping schedules;
- Liaising with Planning scheduler/ coordinator re stock/shipping timeline requirements;
- Managing internal and external cold store movements;
- Liaising with account managers and haulage agents on logistical matters.

**The ideal candidate should have:**

- Fluent English;
- Ability to work in a fast-paced environment using own initiative and make decisions quickly and effectively;
- Excellent organisational skills;
- Excellent phone skills;
- Excellent computer skills;
- Have minimum 2 year's experience in a similar role
- Knowledge of customs clearance procedures would be advantageous. but is not essential.

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

**[Advertised on www.indeed.com](http://www.indeed.com)**

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

## Administrators

### Cpl Cork

 Waterford, County Waterford, Ireland Not Disclosed Contract | Full Time 14 Dec[Apply Now](#)

#### Description

#### Company Details

Cpl are looking to speak with candidates in Waterford who are open to short and long-term temporary contracts.

- **Full time hours:** 37 hours/week
- **Hourly rate:** €12.50

#### Requirements:

- At least 1 year of clerical/administration experience
- Clerical/administration experience within the healthcare sector a plus
- Good understanding of Microsoft Office Outlook, Word and Excel.
- Strong attention to detail
- High level of confidentiality
- Excellent organisational skills

If interested in registering with Cpl, please email .

## Apply For This Job



## TESCO - YOUGHAL



Cork Jobs - JobAlert.ie

December 12 at 12:00 PM · 🌐

...

Tesco are now hiring a Customer Assistant in Youghal, Cork.

Benefits:

- After 3 months you will receive a colleague clubcard, giving you 10% discount on your Tesco shopping throughout the year, both in-store and on-line
- Competitive pay
- Colleague discounts
- Paid holiday
- Share schemes
- Award-winning pension
- There are also great discounts on days out, gym membership and travel and you can look forward to plenty of personal rewards too.

Closing Date: 17 December 2020

Apply here: <https://www.jobalert.ie/job/customer-assistant-tesco-1694>

To advertise your job on our Facebook page & website click here: [#job #cork](https://www.jobalert.ie/employers)

### Customer Assistant Part-time

Youghal, Cork

APPLY NOW

**TESCO**



[Advertised on facebook](#)

## Bord Gais Sales Agent – Sales Sense – Youghal



### **Bord Gais Sales Agent - €20k Salary, Car, OTE €32k+- job post**

The main objective of this role is to operate as a Sales Executive for the residential market (B2C) on behalf of Bord Gáis Energy in a defined geographical area selling electricity and gas services to homes (New customers as well as retention sales in gas areas).

You will be required to deliver results in line with individual, team and overall business objectives. This is a full-time position, Mon – Fri. These roles will commence in January 2021.

***\*Please note a full drivers license is required for this role as a company car is provided as part of the package\****

#### **About you:**

Many of our most successful sales representatives have come from a variety of different backgrounds, not just sales, which is why we hire for attitude and train for success. If you are a self-starter with a great attitude and the determination to create your own success story, then you will excel in this role with the guidance and award winning training offered by SalesSense.

#### **Benefits**

- Company Vehicle & fuel card (Full license required)
- €20,000 basic salary
- Uncapped commission structure with average on target earnings of €32k +
- Company phone and tablet
- Private health insurance after 1years service
- Incremental annual leave days based on tenure - up to 25 days
- Monthly performance and Engagement Incentives
- Company pension scheme after 1 years' service
- Employee assistance programme
- Talent management programmes and career development opportunities
- A permanent role where we invest in your development with ongoing training and support

**Job Types:** Full-time, Permanent  
**Salary:** €20,000.00-€32,000.00 per year  
**Licence:** Full Drivers Licence (Required)

**[Advertised on www.indeed.com](https://www.indeed.com)**

## STRYKER – MANUFACTURING & PRODUCTION TEAM MEMBERS



Cork Jobs - JobAlert.ie

December 13 at 10:08 AM · 🌐



Stryker are now hiring Manufacturing and Production Team Members in Carrigtohill, County Cork.

Apply here: <https://www.jobalert.ie/.../manufacturing-and-production...>

To advertise your job on our Facebook page & website click here: <https://www.jobalert.ie/employers> #job #cork

**Manufacturing and  
Production Team  
Members**

Carrigtohill, County Cork

**APPLY NOW**

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Manufacturing and Production Team Members | Stryker |  
Carrigtohill, County Cork - 13th December | JobAlert

[Advertised on facebook](#)





**An Roinn Coimirce Sóisialaí**  
**Department of Social Protection**

**Full details of these vacancies can be found on [www.jobsireland.ie](http://www.jobsireland.ie)**

## **CE Vacancies**

### **[Community Employment Schemes]**

#### **CES – 2166007 – Caretaker - Modeligo**

Caretaker required for the upkeep of Modeligo Church & Community Centre.

#### **CES – 2166455 – Receptionist - Dungarvan**

Reception and Customer Care. Strong ability to communicate effectively. Answering calls, taking messages and handling correspondence. Computer literate and proficient in the use of Word, Excel, Desk Top Publishing a distinct advantage. Proficient at typing, preparing and collating reports and newsletters. Emails – checking parish emails daily, responding, deleting setting up new contacts and groups etc.

Photocopying, printing, filing, organising meetings, rotas, managing databases, prioritising workloads. . Maintaining diaries and arranging appointments Administration for Sacraments including Baptisms for Ring/Old Parish and Kilgobinet, Colligan and Kilbrien Parish. Implementing new procedures and administrative systems. Liaising with relevant committees and organising rotas. Ordering office stationery etc. Balancing petty cash.

Candidate will receive on the job training to help get used to the office procedures. This is a training opportunity and any training or up skilling needed to enhance existing or new skills will be encouraged.

#### **CES – 2166013 – Administrator / Caretaker - Dungarvan Men's Shed**

A HIGH DEGREE OF ADMINISTRATION SKILLS IS REQUIRED TOGETHER WITH EXCELLENT INTERPERSONAL SKILLS.

Answering calls, taking messages and handling correspondence  
Assisting with sourcing funding and making funding applications when required  
Promoting Dungarvan Men's Shed through social media, radio & local newspapers  
Ensure all records are maintained & reports completed  
Archiving of photos & articles since 2011  
Taking and recording of minutes from meetings  
Opening & closing the premises  
Maintaining clean & stocked kitchen, office, toilets as well as the workshops  
Ensure Health & Safety & welfare standards and policies are maintained in the shed

This is a training opportunity and any training or upskilling needed to enhance existing or new skills will be encouraged.

**CES – 2166011 – Caretaker - Touraneena & Knockboy**

Maintenance of Graveyards. Duties to include Grass cutting with Ride on and self-Propelled Mower, strimming, spraying, hedge cutting, Power Washing cleaning, weeding, sweeping Keeping areas tidy. Some painting & maintenance work.

**CES – 2166010 – Graveyard Maintenance and Cleaner - Dungarvan**

Duties to include Grass cutting, strimming, spraying, hedge cutting, sweeping Keeping areas tidy. Some painting & maintenance work, Cleaning community Hall/windows and Toilets

**CES – 2166008 – Graveyard / Community Centre Maintenance - Dungarvan**

Duties to include Grass cutting, strimming, spraying, hedge cutting, cleaning, sweeping Keeping areas tidy. Some powerwashing, painting & maintenance work.

**CES – 2163203 – Museum Assistant - Dungarvan**

Duties: attending to visitors and members at reception, genealogy queries, events and talks, general administration duties, image and artefact archival, cleaning and organisation of museum and associated store rooms.

**CES – 2163202 – Chamber Administration Assistant - Dungarvan**

Dungarvan Chamber of Commerce - Administration, Customer Service, Events.

**CES – 2165968 – Carer - Cappoquin**

Carer in Cappoquin Daycare centre, helping with the needs of Patrons attending the Daycare.

**CES – 2165967 – Caretaker - Aglish**

Caretaker In Aglish Hall & Geraldine's GAA

**CES – 2165966 – Caretaker - Knockanore**

General Maintenance & Caretaker in Shamrock's GAA & Knockanore Community Hall. May have to work weekends.

**CES – 2165637 – Personal Assistant - Dungarvan**

The duties of this position are as follows, personal care, household duties, assistance with finance, socialising, shopping. The ideal candidate should have good English both verbal and written, drivers licence ideal but not essential, flexibility in hours. Full training will be provided including Manual Handling and First Responder. There will also be an opportunity for free training including Healthcare Support Level 5 Major Award or any other training the participant wishes to do while in employ with our company.

For further information you can contact Waterford CIL at 051-304020 or on our website [waterfordcil.com](http://waterfordcil.com) or email us at [waterfordcil20@gmail.com](mailto:waterfordcil20@gmail.com)

**CES – 2165578 – Groundsperson - Tallow**

Duties will include general grounds person and caretaker duties Soccer. Pitch, field & grounds maintenance, use of tractor, mowers, strimmers and associated equipment etc. Driving Licence and experience driving tractors required. Maintenance of buildings, painting, cleaning internal and external, open and close buildings set up of equipment. General maintenance duties. Various other duties from time to time as required.

**CES – 2165576 – Groundsperson - Tallow**

Duties will include general Grounds person and caretaker duties GAA, Pitch, Field & grounds maintenance, use of tractor, mowers, strimmers and associated equipment etc.

Maintenance of buildings, painting, cleaning internal and external, open and close buildings set up of equipment. General maintenance duties. Various other duties from time to time as required.

**CES – 2165574 – Maintenance - Tallow**

Associated Tidy Towns Work, litter picking, pest control, planting, digging, pruning a variety of plants, trim hedges, maintain walks and walkways etc, painting buildings and items, repair stone walls. Various other duties from time to time as required.

**CES – 2165573 – Maintenance - Lismore**

Associated Tidy Towns Work, litter picking, pest control, planting, digging, pruning a variety of plants, trim hedges, maintain walks and walkways etc, painting buildings and items, repair stone walls. Various other duties from time to time as required.

**CES – 2165572 – Maintenance / Caretaker - Ballyduff Upper**

Duties will include general caretaking duties, maintenance of buildings, painting, cleaning internal and external, open and close buildings set up of equipment, tables and chairs, etc. Stage & set design & build, assist with events and shows. General maintenance duties. Various other duties from time to time as required.

**CES – 2165369 – Environmental Worker - Stradbally**

Duties include maintenance of Church and car park grass areas, flowerbeds, litter control, painting, general maintenance work in various parts of the Tidy Towns

**CES – 2165364 – Environmental Worker - Stradbally**

Duties include maintenance of Church and car park grass areas, flowerbeds, litter control, painting, general maintenance work in various parts of the Holy Cross Church.

**CES – 2165244 – Youth Worker - Dungarvan**

Duties to Include assisting with the homework club, assisting with other Youth Work activities, planning & delivering youth projects, working with other professionals in this field in an energetic and positive environment.

**CES – 2164916 – Secretary / Receptionist - Dungarvan**

Reception and Customer Care. Strong ability to communicate effectively. Answering calls, taking messages and handling correspondence. Maintaining diaries and arranging appointments. Computer literate and proficient in the use of Word, Excel, Desk Top Publishing a distinct advantage. Proficient at typing, preparing and collating reports and newsletters. Emails – checking parish emails daily, responding, deleting setting up new contacts and groups etc.

Photocopying, printing, filing, organising meetings, rotas, managing databases, prioritising workloads. Administration for Sacraments including Baptisms for St. Mary's Parish, and Ring/Old Parish and Kilgobinet Parish. Implementing new procedures and administrative systems. Liaising with relevant committees and organising rotas. Ordering office stationery etc. Balancing petty cash.

Candidate will receive on the job training to help get used to the office procedures. This is a training opportunity and any training or up skilling needed to enhance existing or new skills will be encouraged.



**CES – 2162973 – Environmental Worker - Dungarvan**

Duties to include: Litter control of parks/roads, grass cutting with lawnmowers, strimmer, upkeep of parks, maintenance of park furniture, etc., tree maintenance.

**CES – 2164529 – Administration & Events Assistant - Dungarvan**

This is a 19.5 hour Community Employment placement in West Waterford Festival of Food. You will be working within a small team and will need to be outgoing and comfortable in dealing face to face and by phone with various food and beverage suppliers around the area as well as the general public. This is an entry level role however some experience in word, excel, email etc would be beneficial.

**CES – 2161542 - Environmental Worker - Kilrossanty**

Duties to include grass cutting, strimming and caretaking/maintenance duties in and around Kilrossanty GAA.

**CES – 2161333 - Environmental Worker - Stradbally**

Duties include maintenance of grass areas, flowerbeds, litter control, painting, general maintenance work in various parts of the sponsored designated areas.

**CES – 2164052 – Care Assistant - Dungarvan**

Duties: Include delivery of meals on wheels, assisting members, caring for members, cleaning, kitchen duties, housekeeping. Confidentiality with regard to members is a key aspect of the role. Applications must supply suitable character references and be prepared to complete Garda Vetting application. Healthcare QQI Level 5 course is mandatory and provided as part of the training.

**CES – 2163860 – Care Assistant - Dungarvan**

Providing secretarial & administrative support to Abbeyside Parish.

**CES – 2163246 – Horticultural Worker - Dungarvan**

Duties to include: Maintaining woodlands, orchards, garden area. Garda vetting required.

Please contact your local DEASP Employment Guidance Officer to check your eligibility and to apply for the above vacancies. Vacancy reference number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over and applicants must also be in receipt of a qualifying Irish social welfare payment for 1 year or more.

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

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

**CAN PHONE**

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

# LIST OF POPULAR JOB SEARCH SITES



<https://ie.jooble.org/jobs/Waterford>

<https://www.recruitireland.com/search/?County=Waterford>



<https://waterfordjobs.ie/>

<https://www.rezoomo.com/>

<https://www.glassdoor.ie/index.htm>



<https://www.jobalert.ie/jobs-by-county>



<https://www.irishjobs.ie/>



<https://www.jobsdonedeal.ie/>



<https://www.adverts.ie/jobs>



<https://ie.indeed.com/jobs-in-Waterford>



<https://www.jobsireland.ie/#/home>



<https://www.clsrecruitment.ie/>



<http://www.sherlockrecruitment.com/jobs/construction/>



<https://www.gumtree.ie/s-jobs/waterford/v1c8l3300023p1>



<http://wardpersonnel.com/>



<https://www.frsrecruitment.com/>



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



<https://www.monster.ie/>



<https://ie.jobtome.com/jobs?what=&where=waterford>



<http://www.wlrfm.com/jobs/>



<http://www.beat102103.com/jobs/>



<https://www.cpl.ie/Home>

# Map it out with eCollege



We are excited to announce that we have just launched our new "Map It Out" programme on eCollege. Map It Out is a free, publicly accessible course which guides new users to different career paths and what courses they can enrol in through eCollege to achieve those career paths. Not only does Map It Out have course samples from most of our courses but it also includes personalised help and advice for anyone who joins.

To learn more or sign up to Map It Out please tap on the button below to visit the course page.

[LEARN MORE](#)

November 09, 2020 News / 0 Comments

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## CONTACT US

1800 855 831  
[ecollegeinfo@solas.ie](mailto:ecollegeinfo@solas.ie)

## NEWS

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 > [New eCollege Courses – Autumn 2020](#)

**SOLAS**  
 learning works

 Ireland's European Structural and Investment Funds Programmes  
 SOLAS 2014-2020



## DUNGARVAN ADULT EDUCATION CENTRE TRAINING



Waterford Wexford Adult Educational Guidance Service

21h -

...

BTEI Courses for Jan 2021 Dungarvan Adult Education Centre. Contact [maryupton@wwetb.ie](mailto:maryupton@wwetb.ie) if interested in any of these courses and for eligibility requirements. Due to Covid class sizes are reduced to ensure social distancing rules are adhered to...

### BTEI Courses Dungarvan for Jan 2021

	Tuesday	Wednesday	Thursday
9:15am - 11:15am	Word Processing QQI 4 - 12/01/2021 PLSS: 300627	Spreadsheets QQI 4 - 06/01/2021 PLSS: 305949	Bookkeeping 4N2267 - 07/01/2021 PLSS: 300626
11:30am - 1:30pm	Customer Service QQI 4 - 12/01/2021 PLSS: 305939	Work Experience 4N1168 06/01/2021 PLSS: 305958	Office Skills 4N1116- 07/01/2021 PLSS: 305962

[Advertised on facebook](#)

## **PROFESSIONAL HGV TRAINING PROGRAMME THROUGH WATERFORD WEXFORD EDUCATION & TRAINING BOARD**



Waterford Wexford Adult Educational Guidance Service

December 11 at 1:00 PM · 🌐

Skills to Compete - Professional HGV Training Programme  
(Traineeship)

Start Date 18/01/2021

End Date 06/08/2021

Duration 29 Weeks

Location: Dungarvan (Venue TBC)

For more information or to apply click on link below

<https://www.fetchcourses.ie/course/finder...>



[Advertised on facebook](#)

# INTRODUCTION TO BARBERING COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

December 14 at 11:00 AM · 🌐

...

Our Community Education programme in South Tipperary has a new course starting on 12th Jan 2021, in the Army Barracks Campus, Clonmel, "Introduction to Barbering ". This course will cover :

Salon health & safety

Salon hygiene

Basic haircutting techniques including scissors and razor

Basic blending techniques including scissors and razor

Client consultation

To book your place go to [fetchcourses.ie](https://fetchcourses.ie) course ref 313267

#tipperaryetb #learningtogetheryoursuccessourgoal

#communityeducation

**TIPPERARY EDUCATION AND TRAINING BOARD**



**etb**  
South Tipperary Education and Training Board  
Clonmel, Co. Tipperary



**CONTACT US**  
☎ 051 640 746  
✉ [soreilly@tipperaryetb.ie](mailto:soreilly@tipperaryetb.ie)

**Introduction to Barbering**  
8 week course

**Community Education**  
Starting Jan 12th (Every Tue) for 08 weeks  
2.00pm-3.30pm  
Location : Army Barracks Campus, Clonmel  
Apply @ [fetchcourses.ie](https://fetchcourses.ie)  
REF: 313267

**FREE Course**

**Learning Together - Your Success, Our Goal #TETB**



[Advertised on facebook](#)



## **BUS / MINI-BUS DRIVING COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD**



Tipperary Education and Training Board

22h · 🌐

...

Bus / Mini-Bus Driving Course (D / D1 Licence) starting 25/01/2021 for 10 weeks in #Clonmel. Applicants must have class D learner permit to be eligible. Course details and to apply here:

<https://www.fetchcourses.ie/course/finder...> Enquiries to Harvey on 052 6134333 or [hallen@tipperaryetb.ie](mailto:hallen@tipperaryetb.ie) #TipperaryETB  
#LearningTogetherYourSuccessOurGoal



**etb**

Education and Training Board  
Clonmel Road, Clonmel  
Tipperary Education and Training Board



## **Bus / Mini-Bus Driving Course (D / D1 Licence)**

[Advertised on facebook](#)

# EXCEL SPREADSHEETS COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

November 21 at 8:26 AM · 🌐

...

+++++ FREE COURSE +++++

Are you Employed, Fulltime, Part Time, Self-Employed  
Maybe this Course is for you (Limited Spaces Available)  
to Apply or get further Information Click on the link below  
<https://www.fetchcourses.ie/course/finder...>

TIPPERARY EDUCATION AND TRAINING BOARD

**eth**  
Education and Training Board



**Free**

**CONTACT**  
0504 - 22714  
or 085 - 8750419  
APPLY ONLINE AT  
[www.fetchcourses.ie](http://www.fetchcourses.ie)  
course code 305477  
lenglish@tipperaryetb.ie  
dgolden@tipperaryetb.ie

**Excel Spreadsheets (Clonmel)**  
**Level 3 Accredited**

- Just want to Upskill for work?
- New to self-employment?

**FREE**  
For those in  
full-time, part-time  
or self-employment



**This FREE  
course is  
for you!**

**Location:** Clonmel, Co Tipperary  
**Start Date:** 12th January 2021  
**Days:** Tuesday Evening 7 pm - 9.30 pm  
**Duration:** 25 weeks



Learning Together - Your Success, Our Goal #TETB

[Advertised on facebook](#)

## THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

November 13 at 9:16 PM · 🌐

...

Starting 18/01/2021 in #Clonmel a Full Time Logistics & Distribution Traineeship running for 45 weeks. Classroom study and work placement. For full details and to apply visit:

<https://www.fetchcourses.ie/course/finder...>

Enquiries to Harvey on 052 6134333 or [hallen@tipperaryetb.ie](mailto:hallen@tipperaryetb.ie)

#TipperaryETB #LearningTogetherYourSuccessOurGoal



[Advertised on facebook](#)





## FURTHER EDUCATION & TRAINING COURSE HUB

Fetchcourses.ie was developed by SOLAS, the Further Education & Training Authority, in partnership with Education and Training Boards Ireland (ETBI) and other Further Education and Training providers.

### **ANYONE WHO HAS LOST THEIR JOB DUE TO COVID-19 CAN NOW ACCESS FREE TRAINING ON-LINE.**

**TO VIEW ALL COURSES AVAILABLE PLEASE LOG ONTO:**

**[WWW.FETCHCOURSES.IE](http://WWW.FETCHCOURSES.IE)**

**SELECT LOCATION AS ONLINE**

**Examples of courses to choose from include :**

ECDL, Photoshop, Excel, Word, Advanced Word, Advanced Excel,  
Graphic Design & Illustration using Adobe, Powerpoint, CompTIA A+,  
Python Programming and many more.

**ON-LINE AND TELEPHONE TUTOR SUPPORT AVAILABLE FOR DURATION OF TRAINING**

**FOR MORE INFORMATION PLEASE CONTACT:**

**e-COLLEGE LEARNING - Contact - Fiona Lester – 1800 855 831**

**CLIENTS OF THE DUNGARVAN/LISMORE LOCAL EMPLOYMENT SERVICE**

**PLEASE CONTACT YOUR CASE OFFICER – NIAMH KUHNE – 058 44077**



# UPCOMING TRAINING IN DUNGARVAN & WATERFORD THROUGH WATERFORD TRAINING CENTRE



FURTHER EDUCATION &  
TRAINING COURSE HUB



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government  
and the European Union



EUROPEAN UNION  
Investing in your future  
European Social Fund

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REF	COURSE TITLE	PROVIDER	LOCATION	STARTS
3R6	Construction Ground Work Skills	Waterford Training Centre	Waterford	11/01/2021
10308	Level 1 Pre-Apprenticeship in Bricklaying	Waterford Training Centre	Waterford	11/01/2021
Q230	Manual and Computerised Payroll and Bookkeeping	Waterford Training Centre	Waterford	11/01/2021
09843	Reception and Frontline Office Skills	Waterford Training Centre	Waterford	12/01/2021
09843	Preparation for ECDL	Waterford Training Centre	Waterford	18/01/2021
09807	Professional HGV Training Programme (Traineeship)	Waterford Training Centre	Dungarvan	18/01/2021
09429	First Aid Responder PHECC	Waterford Training Centre	Dungarvan	09/02/2021
Q97	Safepass	Waterford Training Centre	Dungarvan	10/02/2021
07271	Warehouse Operative	Waterford Training Centre	Dungarvan	01/03/2021
Q97	Safepass	Waterford Training Centre	Dungarvan	06/04/2021
09429	First Aid Responder PHECC	Waterford Training Centre	Dungarvan	26/04/2021
09806	Diploma in Women's and Men's Hairdressing	Waterford Training Centre	Waterford	10/05/2021

**ALL OF THE ABOVE COURSES ARE ORGANISED AND DELIVERED BY THE **WWETB**  
THE LOCAL EMPLOYMENT SERVICE CAN ADD YOUR NAME TO THE "WAITING LIST"  
FOR YOUR COURSE OF PREFERENCE**

TO VIEW ALL TRAINING OPPORTUNITIES AND COURSE PROFILES PLEASE LOG  
ONTO  
[WWW.FETCHCOURSES.IE](http://WWW.FETCHCOURSES.IE)

IF YOU WANT YOUR NAME TO BE ADDED TO THE WAITING LIST FOR ANY OF THE ABOVE  
COURSES **PLEASE CONTACT YOUR CASE OFFICER**

**CLIENTS OF THE LES - LOCAL EMPLOYMENT SERVICE IN DUNGARVAN / LISMORE**  
**CAN PHONE**  
**NIAMH KUHNE OR PAULA HENNESSY - LOCAL EMPLOYMENT SERVICE - TEL: 058 44077**



An Roinn Coimíre Sóisialaí  
Department of Social Protection

