

THIS WEEKS JOB VACANCIES

3rd March 2021

**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

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

JOBSEEKERS CAN CONTACT US VIA:

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

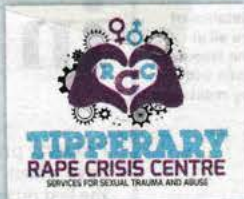
EMAIL: annie.dalton@wlp.ie / christine.rockett@wlp.ie

**LOCAL EMPLOYMENT SERVICE
SUPPORT SERVICE FOR THE UNEMPLOYED**

**Nano Nagle Community Resource Centre, Carrick-on-Suir, Co. Tipperary
Tel: 051-649516**



The Nationalist
4/3/21



Tipperary Rape Crisis Centre
recruiting for an:

Administrator

7 hours per week
Experience Required

Please email Natasha at
tipperaryrcc@gmail.com
For further details



**We are currently recruiting
a Sales person for
a wide variety of agricultural
machinery including sprayers,
grass and tillage equipment.**

This role would ideally suit someone
who has previous sales experience or
someone with service and after sales
experience with these types of products
and who wishes to advance their career.

Please send your CV to Ray Kent,
Murphy Machinery, Dublin Road,
Kilkenny or by e-mail to
ray@murphymachinery.ie

The Nationalist
4/3/21



Templetuohy Farm Machinery

Stores Associate Wanted

To join our expanding Clonmel Stores Team

We are looking for a motivated, enthusiastic individual with knowledge and interest in the agricultural sector. Experience in a parts department desirable but not essential.

Apply today to become part of a busy, dedicated team.

Please forward C.V. to Eimear Butler by email to eimearbutler@tfmtd before Friday March 5th

 JOHN DEERE

STAY SAFE
AGENT WANTED
WORK FROM HOME ONLY
TELE-SALES POSITION

We Offer

- An excellent payment and bonus package.
- Full training programme.
- A challenging and very rewarding career.
- Management prospect.
- Applicant must.
- Be looking for a challenge in their life.
- Must have fluent English.

Job Description is available from the HR Department
by Telephoning 041-9803899/086-0581174
or e-mail cv to hagency-sales@gmail.com

PLASTERERS REQUIRED

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

CALL 085-8631124



Topline Clearys

Hardware Trade Counter Sales

Duties will include but are not limited to;

- **Sales**
- **Cash handling**
- **Merchandising**
- **Knowledge of trade**
- **Experience desirable but not essential**

Goods Inwards & Merchandising

Duties will include but are not limited to;

- **Checking in deliveries**
- **Merchandising**
- **Processing supplier orders and returns**
- **Dealing with suppliers**
- **Customer sales**

**Both jobs require a great work ethic, communication skills
with ability to work on their own and as a team.**

*All applications to be emailed to conor.parle@clearyshardware.ie
or posted to*

Conor Parle, Branch Manager, Topline Clearys Hardware,
Clonmel Road, Carrick-On-Suir, Co. Tipperary E32VF63

Closing date for both jobs is Saturday 20th of March 2021

HCS Business Solutions

working smarter with IT

HCS Business Solutions (HCS) are a leading IT Services and Solutions provider to businesses in Ireland. HCS currently employ 35 people and has plans for significant growth over the next 5 years. HCS are seeking applications for two new roles in our business. Join a growing company in an exciting industry that's constantly evolving.

Salaries and overall package for both roles will be based on experience of the successful candidates. HCS offers an excellent package to employee's comprising of pension contributions, sick pay, health insurance scheme, growing holiday allowance based on longevity in the company, flexible working environment supporting remote and onsite working.

IT Project Coordinator

Responsibilities:

The IT Project Coordinator is responsible for ensuring smooth delivery of HCS products and services to our customers in a professional and organised manner. This is a hands-on role.

ROLE:

The role involves:

- Receiving the installation and project handovers from sales
- Processing orders in company systems
- Designing and planning installation/projects and liaising with clients
- Scheduling and managing technical remote/field resources
- Ensuring installation/project successful completion
- Drive continuous improvement in project delivery through ISO quality systems
- Reporting to management around key metrics

Skills/Qualifications

- An IT Qualification or similar technical qualification
- Previous experience of supervising people and projects
- Technical background and IT skills a distinct advantage
- Excellent communication skills including verbal, written and non-verbal
- Sound analytical skills which includes problem solving and risk mitigation
- Excellent negotiation and conflict management skills
- Excellent customer service skills.

Purchasing Coordinator

Responsibilities:

The Purchasing Coordinator is responsible for the purchase of all products and services on behalf of our customers.

ROLE:

The role involves:

- Managing supplier relationships.
- Ordering products and services for customer projects as required.
- Ordering products for HCS stock as required.
- Manage the receipt of products and services and maintain a small stock room in 2 locations.
- Manage drop ship deliveries to customer's site.
- Build relationships with key supply chain partners and other company departments.
- Processing purchase orders in company systems and ensuring compliance.
- Drive continuous improvement in role through ISO quality systems.
- Reporting to management around key metrics.

Skills/Qualifications

- An IT/Purchasing Qualification is preferred
- Previous experience is preferred but not necessary
- Curiosity of Technology is a distinct advantage
- Excellent communication skills including verbal, written and non-verbal
- Excellent customer service skills.

Applications in writing to hr@hcs.ie

First round Interviews will be conducted virtually

Waterford News + star
21321

 **Experienced Part Time** 

Cook/Chef

Required for Religious Community Waterford

You will be responsible for planning varied menus.

**Preparing the main daily meal for residents,
and a light evening meal.**


**Ensuring Kitchen & all Equipment
is cleaned at the end of your shift**

4 hours per day 3 days per week.

To commence end April 2021

Closing Date for Applications 26 March 2021

Email CV to:
rooney@edmundrice.eu



**Waterford
Proteins**

require a

MAINTENANCE FITTER

*To Work 8 Hour Shifts
Maintaining their Facility at*

**Christendom,
Ferrybank, Waterford**

*For further details, please contact
the Maintenance Manager at:*

Tel: 051-833034

2/13/21

CleanStop
car valeting services

WE'RE HIRING

FULL TIME / PART TIME ROLES AVAILABLE
CITY SQUARE SHOPPING CENTRE

**CAR VALETOR /
CUSTOMER SERVICE AGENT**

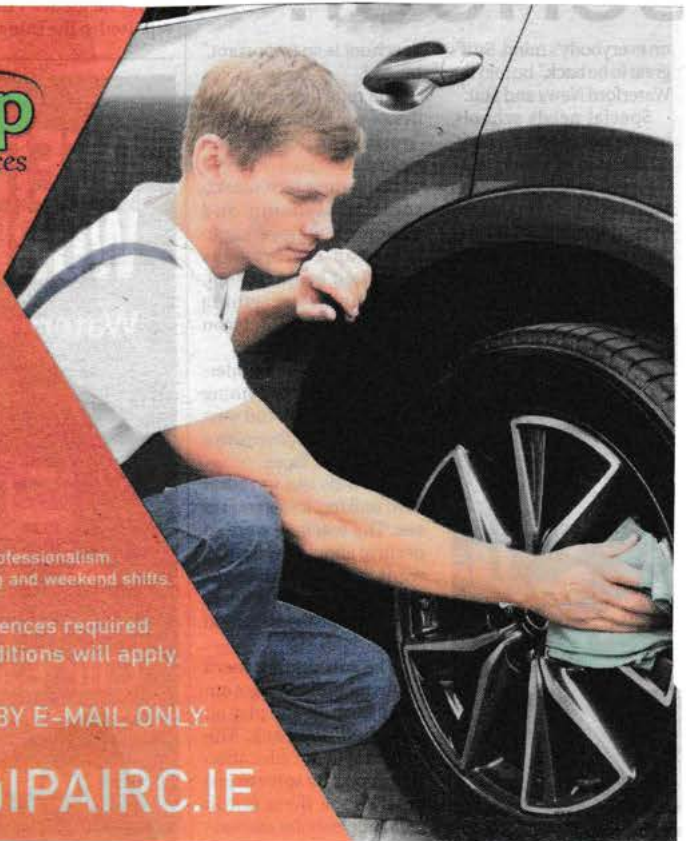
Successful candidates will have

- 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



Mowlam Healthcare

An Irish Healthcare Company



**Archersrath Nursing Home,
Kilkenny
have the following
Career Opportunities -**

RECEPTIONIST

10hrs, 3 days a week, evenings

ACTIVITY CO-ORDINATOR

2 days a week, 6 hrs per day,
Hours Vary

Applications to be sent by email to
archersrathnursinghome@mowlamhealthcare.com
Mowlam Healthcare is an Equal Opportunities Employer

Kilkenny People
5/13/21

**STAY SAFE
AGENT WANTED
WORK FROM HOME ONLY
TELE-SALES POSITION**

We Offer

An excellent payment and bonus package.
Full training programme.
A challenging and very rewarding career.
Management prospect.
Applicant must.
Be looking for a challenge in their life.
Must have fluent English.

Job Description is available from the HR Department
by Telephoning 041-9803899/066-0581174
or e-mail cv to hagency-sales@gmail.com

SPA VIEW VETERINARY CLINIC

Spa View Veterinary Clinic,
Thurles, Co.Tipperary are looking for a

Veterinary Nurse

to join our fantastic team.

Please send CV and covering letter to
spavetvet@gmail.com

Kilkenny People
5/3/21

Castle Orthodontics

www.castleorthodontics.net

Receptionist Required

For our Dental Practices in Kilkenny,
Carlow and Portlaoise
Own Transport Essential

.....
Please email your CV to
castleorthodontics@gmail.com

Closing date : **21/03/21**

ADMINISTRATIVE ASSISTANT

Key Duties & responsibilities

- Assist in developing and implementing all administration duties
- Input and maintain files
- Liaise with external vendors
- Ensure policies and procedures are followed and kept up to date
- General office / accounts admin duties as required
- Printing and organisation of files

What are looking for?

- Previous experience in admin required
- Proficient in IT/MS Office
- Ability to work on own initiative
- Attention to detail imperative
- Strong communication and interpersonal skills

Please send any CV's to
info@moroney.ie



COMMUNITY RADIO KILKENNY CITY

Has a vacancy for a....

COMMERCIAL COORDINATOR

- The Successful Applicant will be responsible for securing sponsorship and advertising for the radio station.
- This is a full time position, based in Kilkenny City.
- The person appointed must be eligible under Pobal CSP employment criteria.

Full details of this position are available by emailing in confidence to:

manager@communityradiokilkennycity.ie

or by telephoning **056-7762777**.

The closing date for this position is

Friday, 12th March, 2021.

Applications (with CV) should be sent to:

Station Manager

Community Radio Kilkenny City,
32 Hebron Industrial Estate,
Hebron Road,
Kilkenny.

Or, by email to:

manager@communityradiokilkennycity.ie

Kilkenny People

5/3/21



BUTLER GALLERY

ACCOUNTING TECHNICIAN (Part-time)

The accounting technician will be responsible for all areas of financial reporting, including payroll, budgets, monthly management accounts and year end accounts preparation.

The ideal candidate will be a qualified accounting technician with at least two years experience in a similar role. Computer literate, attention to detail, and flexibility are essential. Familiarity with accounting and payroll systems are desirable, as is experience of the cultural/artistic sector.

See full job description and details:
www.butlergallery.ie/about/opportunities

Applications by email only to: recruitment@butlergallery.ie
Closing date for applications 12th March

Butler Gallery, Evans' Home, Johns' Quay, Kilkenny, R95 YX3F

Clerical Officer - Recruitment

Morgan McKinley Health - Waterford

€12 an hour

A Clerical Officer is required for a position within the recruitment department of University Hospital Waterford. This is a great opportunity to work in health sector.

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

- Provide Administration support with the Recruitment department
- Work closely with the management team to support business development initiatives
- Assist with facilities administration and queries
- Attend meetings and where required, manage day -to- day running of the office (stationary, filing, shared drives, conference rooms etc.)
- Follow recommended health record practices to ensure correct healthcare record management as per NHO Code of practice for healthcare record.
- Adhere to departmental policies, procedures and practices.
- Inbound call handling on enquiries.
- Ad-hoc HR duties.

This is a great opportunity to grow your experience working in Healthcare. A very friendly and welcoming team awaits you to join them. This is a 6-month contract which consists of a 37-hour working week and the hours will be Monday – Friday 9.00am to 5.00pm.

Some of the requirements are:

- A proactive approach to work with excellent communication skills.
- Knowledge of Healthcare Services useful but not essential
- Goal and results driven
- Enjoys working in a fast-paced environment
- Excellent Microsoft office skills.
- Good time management skills and ability to priorities tasks
- **Previous recruitment experience is essential.**

Reference ID: 777763

Contract length: 6 months

Schedule:

- Monday to Friday

Experience:

- Recruitment: 1 year (Required)

APPLY VIA WWW.INDEED.COM

General Operative

Keltech - Waterford
€10.50 - €11.50 an hour

Purpose of the Role

The General Operative will operate within a fast paced environment and carry out their duties giving particular regard to operating procedures, quality, production targets and safety. They will form part of a wider production team who all ensure the required level of production, quality, environmental and performance are met for the company.

Job Description

Responsibilities Include:

- Perform all duties assigned to you by your team leader/ supervisor.
- Carry out duties following established manufacturing specifications and job requirements as detailed in the standard operating procedures.
- Complete all duties with the needs of the customer in mind and in a timely manner.
- Work with the team leader and other members of the team to ensure planned KPI's of efficiency and performance are met or exceeded.
- Comply with Quality, Environmental and Health & Safety policies and procedures.
- Report without delay any accidents, near misses and faulty equipment to your supervisor.
- Comply with Kel-Tech's Human Resources policies and procedures.
- Participate in any training assigned by HR or management.
- Provide assistance on any projects which you are asked to be part of.
- Any additional responsibilities and duties which may from time to time are deemed suitable by your supervisor.

Person Specification

Education:

- Previous training and development related to the role desirable.

Experience:

- Previous experience in a similar engineering/manufacturing environment desirable.
- Conversational level English essential.

Key Competencies:

- Must be adaptable and flexible in relation to working hours and the type of work that will be undertaken.
- Must be reliable and punctual.

- Must be hardworking and motivated.
- Must be proactive, show personal initiative and common sense.
- Must be organised and methodical.
- Must be energetic and enthusiastic about work.
- Must be trustworthy and honest.
- Must be a team player.
- Must be a good communicator.
- Must have a good ability to work with hands and complete manual work in a neat/ tidy manner.

Benefits:

- On-site parking

Benefits:

- On-site parking

Reference ID: GenOpMar2021

Application deadline: 9/3/2021

Experience:

- manufacturing : 1 year (Preferred)

Work remotely:

- No

COVID-19 precaution(s):

- Personal protective equipment provided or required
- Plastic shield at work stations
- Social distancing guidelines in place
- Sanitisation, disinfection or cleaning procedures in place

APPLY VIA [WWW.INDEED.COM](https://www.indeed.com)

Health Care Assistant

St Joseph's Care Home - Waterford - Waterford

€11.48 an hour - Permanent

Full or Part-time Health Care Assistants required for Care Home in Waterford. Ideal candidate will hold Fetac Level 5 in healthcare discipline with 1/2 years experience in care of the elderly or nursing home experience.

Fluent English is required.

Please forward up to date detailed CV outlining experience and qualifications.

Benefits:

- On-site parking

Reference ID: LSP 125

Job Types: Part-time, Contract

Salary: €11.48 per hour

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

Salary: €11.48 per hour

Job Type: Permanent

Salary: €11.48 per hour

Education:

- Junior Certificate (Preferred)

Experience:

- care: 1 year (Required)

Licence/Certification:

- Fetac Level 5 in Healthcare (Preferred)

COVID-19 precaution(s):

- Personal protective equipment provided or required
- Sanitisation, disinfection or cleaning procedures in place

APPLY VIA [WWW.INDEED.COM](https://www.indeed.com)

General Operative
Total Solutions - Waterford
€14.52 an hour

Total Solutions are looking for General Operative in the City Centre of Waterford area require the following:

Manual Handling

Covid 19 induction

Safe Pass

TEXT or WHATS APP 0871091430

Job Types: Full-time, Temporary, Contract

Job Types: Full-time, Contract

Salary: €14.52 per hour

Schedule:

- Monday to Friday

Experience:

- general operative: 1 year (Required)

Licence:

- covid-19 induction (Required)
- Manual Handling (Required)
- Safe Pass (Required)

APPLY VIA WWW.INDEED.COM



Retail Sales Assistant

Maxi Zoo Ireland - Clonmel, County Tipperary

€10.40 an hour - Part-time

Maxi Zoo Ireland are driven by the desire to make the life of pets and pets owners simpler, better and happier. To achieve this, we work hard, accept responsibility and seek every opportunity to learn about pets and customers.

Are you passionate about pets and learning? Join our team and learn more with Maxi Zoo Ireland.

We are recruiting for a Seasonal Retail Sales Assistant to join our Clonmel store. Applicants must be flexible across the 7 day week and need to be available to work mornings, evenings, weekends and all national public holidays (Christmas included).

The Role:

- All employees are expected to continuously learn and develop about pets, customers and the retailing industry.
- The successful candidate will provide a friendly, efficient and polite service by welcoming and approaching each customer
- The role will involve sharing your skills and knowledge with customers to ensure their pets are receiving the best possible care
- The candidate will become familiar with the customer's needs and requirements through building a strong, trusting rapport.
- Each employee will ensure that he/she is familiar with all products and services on offer
- Responsibility for the store cleanliness will be shared among all team members
- The role of Retail Assistant will involve sales and targets with the pets needs at the forefront of everything we do. Maxi Zoo Ireland advocates responsible pet ownership and advises that a sale should be refused if it does not match the companies beliefs
- The employee will ensure that appropriate till and cash procedures is followed at all times
- The successful candidate will play an active role in his/her own career development

Why join us?

- An opportunity to grow with Europe's biggest pet retailer
- A chance to work in an environment where employees and customers share the same passion for animal
- Continuous learning through our induction plan, e-learning academy, classroom training environment and peak development plan
- Hourly rate of pay with a performance-related bonus
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Discount – up to 40% discount that can be used within each store
- Career progression

APPLY VIA WWW.INDEED.COM

Security Guard

SAR SECURITY - Clonmel, County Tipperary
€11.65 an hour - Full-time, Permanent

Job Description

Security Officer Job Duties:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

Schedule: 10 hour shift

Experience: Security: 1 year (Preferred)

Licence: PSA Licence (Preferred)

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* Apply Via jobs.ie *

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Harvey Norman

Sales Person

Harvey Norman

Waterford, County Waterford, Ireland

Not Disclosed

Contract | Part Time

1 Day Ago

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Share this job:



[Apply Now](#)

Description

Company Details

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

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

ABOUT THE JOB:

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

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

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

YOUR JOB:

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

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

Let's stay safe together.

YOUR PROFILE:

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

YOUR QUALIFICATION & EXPERIENCE

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

WHY PEOPLE JOIN US:

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

Additional Information:

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

Skills:

Sales Customer Service Target Driven

Apply For This Job

You are just a few steps away

Get started by entering your email

Health Care Assistant

Sonas Nursing Homes - Carrick-on-Suir, County Tipperary

Our Newly Opened Nursing Home in Carrick On Suir are recruiting for Full/Part Time Healthcare Assistants.

We are seeking Energetic individuals who would like to work as part of a great team

Sonas Nursing Homes have built and sustained its reputation for excellence which make us an excellent employer of choice.

Responsibilities and duties will include but are not limited to:

- Support and assist residents enabling them to fulfil their activities of daily living ensuring that residents are encouraged to be as independent as possible.
- Deliver a high standard of person-centred care ensuring all practices reflects the privacy, dignity and respect of our residents and underpins all the basic values that contribute to an excellent quality of life.
- Establish and maintain relationships with residents that are based on respect and equality.
- Promote, encourage and practice the ethos of person-centred care.
- Participate in organising and carrying out social outings and in-house activities.
- Maintain resident's dining rooms, living areas and bedrooms in a neat, presentable and hygienic state.
- Assist the management team during internal and external audits/inspections.
- Must be available to work day, night and weekend shifts on a fulltime basis.

Skills and Experience:

- Previous working experience in care of the older person within a residential care home setting is desirable.
- Possess a high regard for and practice good health and safety procedures at all times.
- Passionate about delivering outstanding care to older people and be a committed, patient and caring person with a sense of humour and a positive outlook on life.

Benefits of working for Sonas Nursing Homes:

- Career Progression
- Training and Development Provided
- Induction Training Program
- Education Assistance Program

How to Apply:

**To submit your application; click on the 'Apply' button
All applications will be treated with the strictest of confidence.
Sonas is an Equal Opportunities Employer.**

www.sonas.ie

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*Apply Via
Jobs.ie

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Showroom Assistant

Aoki Interiors

Park Side, Pill Road, Knocknaconnery, Carrick-On-Suir, County Tipperary, Ireland

Not Disclosed

Permanent | Full Time

Today



[Apply Now](#)

Description

Company Details

We are currently looking to have a Showroom Assistant join our Team

What we are looking for from you:

- A real passion for looking after our customers
- Fantastic communication skills
- Strong customer service skills
- Previous sales experience in an interior design setting
- Experience in Microsoft Suite
- Account experience would be beneficial but not essential

Skills:

Microsoft Suite

Account Management

Communication

Excellent customer service

* Apply via jobs.ie *

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JOB TALK

ADVERTISE A JOB

Q Job title, Skill or Company

Location

[<< Return to Job Search](#)**Office Administrator - Vehicle Department****Bolands**

Waterford, County Waterford, Ireland

€ Not Disclosed

Permanent | Full Time

Today



Login or register to apply

Description**Company Details**

Bolands Waterford is the main franchise retail centre for BMW, MINI, Hyundai and Citroen. We are seeking applicants for the position of Vehicle Administrator

Candidates must be confident to:

To help plan, oversee and manage the company's vehicle stock management, which involves

- The management of the good inwards of all new and used stock
- Stock reconciliations -New and Used
- To monitor status of unsold vehicle daily to support the service and sales team
- Manage the timely preparation of vehicle sales invoices liaising directly with the sales team to ensure the quality of the documentation of completed sales transaction meet internal audit standards
- To manage the manufacturer audits for standards
- To control the process of supplier invoices, prepare PO and manage the admin team in ensuring the work are executed and completed on time.
- To maintain and organise the filing process of all completed sales transaction, ensuring transfer of car ownership is done on a timely manner and all other files are kept in an organize and neat filing system
- To help in the development and implementation of ways to improve reporting systems and processes
- Contribute to the continuous improvement and efficiency of the Admin and Finance function
- To produce periodic analysis and reports on the company's figures that inform and shape the future strategic direction and diagnose current organizational health and status

- Support the Head of Business and Financial Controller while assisting in business processes to ensure the smooth operation of the company.

Qualities required

- Capable of working in a highly dynamic working environment. The capacity to remain calm under intense pressure, especially when dealing high volumes of workload
- Excellent interpersonal skills with ability to communicate and interact with people at all levels across the company
- Self-motivated and proactive with a focus on detail and bringing structure and logic to problem solving.
- Excellent project management skills with commitment to meeting deadlines and attention to detail to ensure completeness and accuracy of information

Qualifications

- 3+ years administration office work environment
- Third Level Qualification or Accounts Technician Qualification
- Extensive spreadsheet analysis knowledge
- Strong analytical abilities

Salary will be dependent on experience

Ranging from €28,000 to €35,000

Login or register to apply

Recommended Jobs



Personal lines Insurance exec,



Cpl Finance
Waterford



Bookkeeper



IFAC
Waterford



Assistant Store Manager (Waterford Area)



Aldi Stores (Ireland) Ltd
Waterford

* Apply via jobs.ie *

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Floor staff/ Counter staff

The Stable yard

Waterford, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

Today

Description	Company Details
<p>Floor/Counter Staff</p> <p>The ideal candidate is dedicated to providing exceptional food/coffee/customer service and displays a positive attitude when interacting with fellow employees. If you are friendly and have an outgoing personality, please consider applying!</p> <p>You must be able to provide at least references.</p> <p>Candidates must:</p> <ul style="list-style-type: none"> • Be Friendly and have an engaging personality • Advise customers on our menu • Make recommendations based on our produce and menu • Up sell, and take orders • A knowledge of delicatessen service with fresh meats and cheeses • A knowledge of Italian Meats and Cheeses or enthusiasm to learn an advantage • Highly motivated • Honest, presentable and takes pride in your work • Reliable and a good timekeeper • A strong work ethic, capable of working on your own initiative • Excellent communication skills • Flexible approach to your work, including working hours • Be an all-rounder who will take ownership of the role • Experience in ordering for deli departments and managing waste within a fresh food department an advantage <p>Food Service:</p> <ul style="list-style-type: none"> • Check temperatures in the deli area ensuring they are compliant with HACCP regulations • Maintain HACCP records in line with store policies • Monitor Critical Control Points and ensure food is not open to contamination • Comply with relevant controls around all foods including Fresh and Red Meats <p>Experience:</p> <ul style="list-style-type: none"> • Café/Delicatessen environment - 2 years (Preferred) • HACCP - 1 year (Preferred) <p>Skills:</p> <p>communication skills Presentable hardworking honest</p>	



etb

Board Cathairdeachais agus Comhairle
Phoirt Linnche agus Leath-Cathairne
Waterford and Wexford
Education and Training Board

Training Opportunities for 2021

Carrick-on-Suir, Clonmel & Waterford

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
11th Mar 2021	Communications (Healthcare) – BTEI	<i>Carrick-on-Suir</i>	11 Weeks – 2 mornings per wk
30th Mar 2021	Bread, Pastry & Desserts – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – 1 morning per wk
15th Mar 2021	Training Needs Identification & Design	<i>Online – Tipperary ETB</i>	11 Weeks – Evenings
10th May 2021	Bus Driving/Mini-Bus Driving (D/D1 Licence)	<i>Clonmel</i>	10 Weeks – Full Time
10th May 2021	Training Delivery and Evaluation	<i>Clonmel</i>	10 Weeks – Evenings
24th May 2021	Traditional Stonewall Construction	<i>Clonmel</i>	25 Weeks – Full Time
22nd Mar 2021	Barista & Bartending Skills Traineeship	<i>Waterford</i>	27 Weeks – Full Time
23 rd Mar 2021	Welding Intermediate	<i>Waterford</i>	20 Weeks – Full Time
23rd Mar 2021	MIG Welding	<i>Waterford</i>	5 Weeks – Evenings
20th Apr 2021	ICDL Advanced Word (ECDL Word)	<i>Waterford</i>	5 Weeks – Evenings
26th Apr 2021	TIG Welding	<i>Waterford</i>	4 Weeks – Evenings
26th Apr 2021	Manual Metal Arc Welding (EN Certified)	<i>Waterford</i>	5 Weeks – Evenings
10th May 2021	Diploma in Women's & Men's Hairdressing	<i>Waterford</i>	39 Weeks – Full Time
10th May 2021	Beauty Therapist Traineeship	<i>Waterford</i>	57 Weeks – Full Time

10th May 2021	Essential Skills in Classic Car Restoration	<i>Waterford</i>	20 Weeks – Full Time
5th Jul 2021	Professional HGV Training Programme (Traineeship)	<i>Waterford</i>	30 Weeks – Full Time
6th Sept 2021	Infection Prevention and Control	<i>Waterford</i>	5 Weeks – Evenings
7th Sept 2021	ICDL (International Certificate of Digital Literacy) old ECDL	<i>Waterford</i>	13 Weeks – Evenings
7th Sept 2021	Start Your Own Business	<i>Waterford</i>	10 Weeks – Evenings
11th Sept 2021	Manual and Computerised Payroll and Bookkeeping	<i>Waterford</i>	17 Weeks – Evenings
13th Sept 2021	An Introduction to the Pharmaceutical Industry Night Class	<i>Waterford</i>	5 Weeks – Evenings
14th Sept 2021	Reception & Frontline Office Skills	<i>Waterford</i>	11 Weeks Evenings
11th Oct 2021	Palliative care	<i>Waterford</i>	5 Weeks – Evenings

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

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

Please contact:

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

Or

Christine Rockett (Administrator)

At

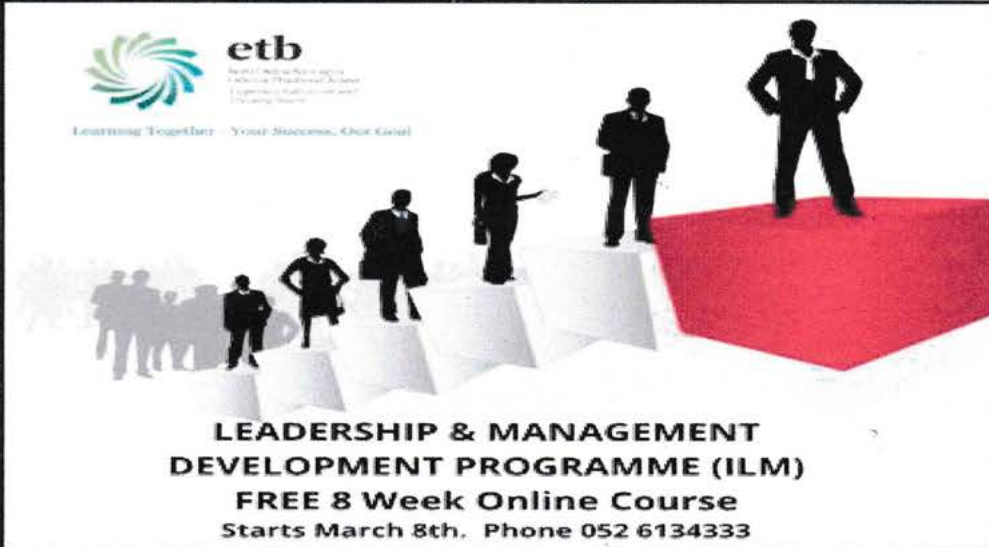
Local Employment Service

Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516

Email: eastwaterford.les@wlp.ie





etb
Employment Training Board
Learning Together - Your Success, Our Goal

**LEADERSHIP & MANAGEMENT
DEVELOPMENT PROGRAMME (ILM)**
FREE 8 Week Online Course
Starts March 8th. Phone 052 6134333

Leadership and Management Online Course:

Scheduled to commence March 8th.

This is an 8 week online course, being delivered via virtual classroom, so learners will benefit from interactive and supportive tutoring.

An ideal opportunity to gain recognised accreditation as a first line manager, supervisor, or team leader.

The course is free of charge

Please contact Annie Dalton – Employment Guidance Officer @ the Local Employment Service, Carrick-on-Suir for more details of how to apply

Tel: 086-035 8613

or

email: annie.dalton@wlp.ie

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/ 086-7870874/086-0358613*

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

****You can also check out www.ecollege.ie for more information on the above courses****

Mini Bus Driving

Start date: 10th May 2021

Duration: 10 Weeks (Full Time)

Location: Clonmel

Modules Included:

- *Digital Tachograph For Lpsv'S*
- *RSA - Driver CPC Training*
- *First Aid Responder (PHECC)*
- *CPC - Bus Driving*

**TO BE ELIGIBLE TO APPLY, APPLICANTS MUST HOLD THE
FOLLOWING: - CLASS D LEARNER PERMIT**



***Please phone / email Annie Dalton (Employment Guidance Officer) @ the
Local Employment Service(LES), Nano Nagle Community Resource Centre,
Carrick-on-Suir for more details of how to apply ***

Tel: 051-649516 / 086-0358613

Email: annie.dalton@wlp.ie

Community Employment Scheme (CE)

Vacancies

Housekeeper CE Scheme - Sean Kelly Sports Centre – Carrick-on-Suir

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. Full training will be provided. 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.

Athletic Coach - Maintenance Person CE Scheme – Carrick-on-Suir

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.

Athletic Coach - Maintenance Person – CE Scheme – Carrick-on-Suir

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 areas: Swimming Pool, Sauna, Steam Room, Changing Rooms, Gym Rooms, Office Space, Kitchen, First Aid Room, Storage Areas, Plant Room, Gardens and Sports Field. Duties will include carrying out the day to day 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 pruned 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 plumbing 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.

***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/ Tel: 051-649516 or email
annie.dalton@wlp.ie***