

JOB VACANCIES & FREE TRAINING COURSES

WEDNESDAY 10TH MARCH 2021

THIS JOB PACK IS ALSO AVAILABLE ONLINE WEEKLY AT 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

LIKE US ON FACEBOOK ~ COUNTY WATERFORD LES



An Roinn Coimirce Sóisialaí
Department of Social Protection



Comhpháirtíocht Leader
Phort Láirge

Waterford Leader
Partnership



Primary Care Centre - DUNGARVAN

Seeking to recruit

Part-time Cleaning Operative

ARAMARK Workplace Solutions (AWS) are currently recruiting for 1 Cleaning Operative. This position is permanent and you will report to the Regional Facilities Manager.



	Key Responsibilities
Operational	<ul style="list-style-type: none">• Vacuuming, sweeping, and mopping of flooring and stairs• Clean and sanitize bathrooms• Clean sinks, countertops, microwaves and refrigerators in break rooms• Restock supplies in bathrooms, break rooms and common areas• Empty all bins and replace liners, clean receptacles as necessary• Dusting and cleaning office desks and furniture• Cleaning windowsills and windows• Any other cleaning duties as required.• Ensure all designated areas are thoroughly cleaned• Ensure all equipment is used and stored as necessary• Assist in linen systems• Carry out extra spring/deep cleaning tasks as required• Upto 20 hours per week. Evening working 4pm-8pm occasional weekends to cover absences.
PERSON SPECIFICATION: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required.	
Personal Qualities	<ul style="list-style-type: none">▪ Can do attitude▪ Ability to work at a fast pace▪ <i>The ideal candidate will have some previous experience although training to the required standards will be given.</i>

If you have the required skills please email your CV to:

THE LOCAL EMPLOYMENT SERVICE ~ Dungarvan
Westwaterford.LES@wlp.ie

CLOSING DATE : 12 Noon - FRIDAY 12TH MARCH, 2021.

Dungarvan Observer | Friday, 12 March, 2021

**FULLY QUALIFIED CARER/S
REQUIRED TO LOOK AFTER ELD-
ERLY LADY IN HER OWN HOME –**
Saturdays and Sundays only. Must
be Garda vetted. Stradbally /
Kilmacthomas area. Replies in writ-
ing, giving details, to Box No. 8022.

(12-3)

CLINIGEN IRELAND LISMORE
SEEKING
General Operative

Please apply via email with CV to:
operations@Clinigengroup.ie
by 14th March

Jim Power Agri Sales Ltd.



Kilmore West, Tallow, Co. Waterford



Tel: 058-56596 | Fax: 058-55803 | Email: admin@jimpoweragri.ie

STORES MANAGER / STORES PERSON

Description and Responsibilities

Due to continued business growth we now have a position available for a full time stores person to join our busy team in our stores based in Tallow, Co. Waterford.

The main responsibilities for the Stores Person

- Dealing with customers/telephone enquiries about parts
- Doing invoices and taking payment
- Ensure all stock is stored in the correct manner
- Inputting Stock on the computer
- Liaise with suppliers and handle queries relating to delivery and stock discrepancies
- Keep a record of and report any frequent shortages or spare items and reorder
- Carry out regular stock takes

Required Skills and Experience

- IT skills, with confidence using Microsoft Office and inventory management systems
- Experience preferable but not essential
- Good organisational skills

Full competitive remuneration package available for the successful applicant

Applications in writing to our offices at Kilmore West, Tallow, Co. Waterford,
or by email to admin@jimpoweragri.ie by Friday, 12th March, 2021.

(12-3)

DUNGARVAN LEADER Recruitments

To place an advert in our recruitment section call us on 058 41293 or email adverts@dungarvanleader.com

CLINIGEN



CLINIGEN IRELAND LISMORE

wish to recruit the following :

GENERAL OPERATIVE

Please apply via email with CV to :

operations@Clinigengroup.ie

by close of business on Sunday, 14th March

CAPPOQUIN LOGISTICS

& Document Storage



IDA INDUSTRIAL ESTATE, CLOGHERANE, DUNGARVAN,
CO. WATERFORD.

www.cappoquinlogistics.com

Cappoquin Logistics are currently seeking applications
for the following positions :

EXPERIENCED FORK-LIFT DRIVER

For Evening / Night Shift

VAN DRIVERS

Please submit CV's to: thomas@cappoquinlogistics.com



BUMSTER'S MINI COACH HIRE



Require the following

D LICENCE DRIVER

For Lismore and Touraneena areas

D1 LICENCE DRIVER

For Dungarvan area

Reply to :

WILLIE BUMSTER 087 799 56 32

Gaelcholáiste Phort Láirge

Meánscoil do bhuachaillí agus do chailíní



Gaelcholáiste Phort Láirge, Baile Gunnair, Port Láirge. Rúnaí Scoile Sealadach/ Temporary Secretarial Position

Applications are invited for the position of School Secretary at Gaelcholáiste Phort Láirge, Baile Gunnair, Port Láirge on a temporary basis.

Full-time position, 39 hours per week.

The ideal candidate should possess the following:

- FETAC Level 5 Award, or Higher.
- Excellent organisational skills, detail oriented and highly proficient in computer applications.
- Experience with keeping accounts as well as working with accounting and banking software.
- Excellent interpersonal and oral and written communication skills.
- A willingness to undertake a range of diverse duties as required.
- Fáilteofar roimh iarratasóirí le cumas i labhairt agus scríobh na Gaeilge.

Garda Vetting will apply; canvassing will disqualify; shortlisting may apply.

The school is an equal opportunities employer.

Please send Curriculum Vitae, with 2 references, to the Principal at cait@gcpl.ie or by post to the above address on or before Friday 19th March, 2021, 4pm.

Care Assistant Vacancy



Holy Ghost
Residential Home

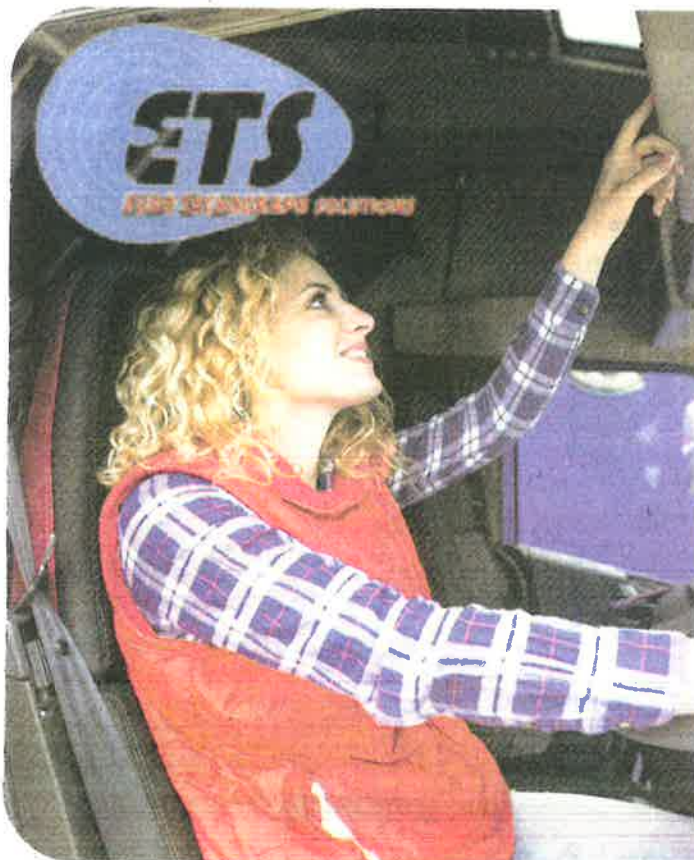
The Holy Ghost Residential Home located on the Cork Road, Waterford is a HIQA registered charitable trust that has 60 recently completed en-suite rooms providing residential care and full board to older adults in the Waterford catchment area and is managed by a voluntary Board of Trustees. The Home which was founded in 1545 provides a supportive living environment for low dependency older persons.

We have a current full-time vacancy for a Care Assistant to complete the following duties:

- To support the residents in self-care and respond to their needs in a caring & respectful manner
- Assist with hygiene, nutrition and mobility needs of the residents
- To work under the guidance, supervision and direction of the senior staff member/staff nurse/assistant manager or nurse manager on duty
- To participate at all levels of the residents' holistic care (social, spiritual, physical & emotional care)
- To undertake training and participate in on-going initiatives relevant to the carers role here in the home
- Mandatory record keeping
- Adhere to all policies, protocols, and standards of the Home.

Applicants must have a minimum of FETAC Level 5 Qualification in Caring or equivalent qualification as well as at least two years' experience in on the job care of older persons services. Candidates should also be self-motivated and be able to demonstrate the ability to be innovative and resourceful when and where required and possess good team working and interpersonal skills.

Application to include an up to date curriculum vitae should be confidentially emailed to Ms. Bridget Roche, Nurse Manager at email address: bridget.roche@holyghostreshome.ie. The closing date for applications is 5.00pm on Wednesday March 17th, 2021.



Euro Tachograph Solutions (ETS)

is a Waterford based family run business set up in 2013 providing tachograph analysis solutions to the transport industry. The aim of ETS is to keep commercial drivers legal and compliant with the driver's hour's legislation and the working time directive through the use of innovative products and services. As part of our ongoing expansion we have two key vacancies within our team:

Sales & Marketing Executive

Working directly with senior members of the team you will be responsible for driving our sales & marketing plans, developing new business and driving social media and online strategies. This role would suit a self-starter with experience in sales, marketing & customer relationship management with strong IT and new technology skills.

Customer Account Manager

Working as part of our team you will be responsible for your own portfolio of customer accounts, handling their queries, generating monthly data and reports and maintaining excellence in customer service. This role would suit a customer focussed administrator with experience of working with data and comfortable with handling IT and new technology.

Both are full-time roles and would appeal to candidates with knowledge and/or interest in the transport of goods or passengers. We offer an empowering work environment that supports our team in providing a professional, personable service to our loyal customers.

To apply send a copy of your c.v. to our HR partner Ria White - rlawhiteHR@outlook.com; by Tuesday 16th March, 2021



NUA HEALTHCARE IS RECRUITING NATIONWIDE



IMMEDIATE START VACANCIES - FULL-TIME - PERMANENT

**ASSISTANT SUPPORT WORKERS, SOCIAL CARE WORKERS
AND NURSING ROLES / NATIONWIDE VACANCIES**

BENEFITS INCLUDE:

- Continuous Professional Development
- Fantastic Development & Career Opportunities
- Company Pension
- Paid Maternity/Paternity Leave
- Education Assistance
- Employee Assistance Programme (Eap)
- Employee Referral Scheme
- Life Assurance & More

HEALTH & SAFETY IS PARAMOUNT:

Compliance with the highest standards of Health and Safety is of paramount importance to Nua. We value each of our team members and together, we work tirelessly to promote and provide as safe a workplace as possible for all. Our investment in safety includes a dedicated quality and safety team, a newly formed Covid-19 response team and more than 54 local Health & Safety Champions, all of which is underpinned by clear and concise information sharing and communication processes. We take our service and our staff's safety seriously.

• Est. 2004 • Over 1,600 Employees • 350 Service Users • 50 Disability Centres • 1 Mental Health Specialist Rehabilitation Unit • 3 Mental Health Community Residences • Nationwide Supported Living Services



BOOK YOUR SKYPE TELEPHONE INTERVIEW

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

www.nuahealthcare.ie



Holy Ghost Residential Home Waterford



Care Assistant Vacancy

The Holy Ghost Residential Home located on the Cork Road, Waterford is a HIQA registered charitable trust that has 60 recently completed en-suite rooms providing residential care and full board to older adults in the Waterford catchment area and is managed by a voluntary Board of Trustees. The Home which was founded in 1545 provides a supportive living environment for low dependency older persons.

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- To participate at all levels of the residents' holistic care (social, spiritual, physical & emotional care)
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Candidates should also be self-motivated and be able to demonstrate the ability to be innovative and resourceful when and where required and possess good team working and interpersonal skills.

Application to include an up to date curriculum vitae should be confidentially emailed to:

Ms. Bridget Roche, Nurse Manager at email address:
bridget.roche@holyghostreshome.ie

The closing date for applications is 5.00pm on Wednesday March 17th, 2021.



Mercedes-Benz
The best or nothing.



Tom Murphy Car Sales

Tom Murphy Car Sales are seeking to recruit
for the following position:

Accounts Assistant

Candidates must have experience in the following areas:

- **Accounts Payable**
- **Accounts Receivable**
- **Bank lodgements and reconciliation**
- **Debtors and creditors reconciliation**

This is an excellent opportunity for a candidate to join a well - established local company that proudly represents the Volkswagen and Mercedes brands.

A competitive salary is on offer for the successful candidate.

Applications by email to Richard Murphy at:
rmurphy@tommurphycarsales.com



Gaelcholáiste Phort Láirge, Baile Gunnair, Port Láirge

Rúnaí Scoile Sealadach/ Temporary Secretarial Position

Applications are invited for the position of School Secretary at Gaelcholáiste Phort Láirge, Baile Gunnair, Port Láirge on a temporary basis.

FULL-TIME POSITION, 39 HOURS PER WEEK,

The ideal candidate should possess the following:

- FETAC Level 5 Award, or Higher.
- Excellent organisational skills, detail oriented and highly proficient in computer applications.
- Experience with keeping accounts as well as working with accounting and banking software.
- Excellent interpersonal and oral and written communication skills.
- A willingness to undertake a range of diverse duties as required.
- Fáilteofar roimh iarratasóirí le cumas i labhairt agus scríobh na Gaeilge.

Garda Vetting will apply; canvassing will disqualify; shortlisting may apply.

The school is an equal opportunities employer.

Please send Curriculum Vitae, with 2 references, to the Principal at:

**cait@gcpl.ie or by post to the above address
on or before Friday 19th March, 2021, 4pm.**



**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



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:

rrooney@edmundrice.eu

P.K.A. OYSTER FARM IS RECRUITING FOR 2021 **FULL-TIME WORKERS**

IN DUNGARVAN P.K.A. GORTNADIHA, LOWER RING, CO. WATERFORD

PKA OYSTERS FARM IN DUNGARVAN REQUEST • **FULL-TIME WORKERS**



The work is a mix of working on the shore at low tide with tractors and trailers and at the shed grading and selling the oysters. Our time table is influenced by the tide 2/3 of the work time going on outside and 1/3 of the time going on inside.



• **REQUIREMENTS:**

- Good flexibility (hours changing), early mornings or evenings (proximity is more comfortable)
- Day and Night Shifts are not excluded
- Possibility of extra hours in special cases
- Adaptable; possibility of evolution plus monthly bonus for efficiency, rigour and seriousness
- No special qualification required, but good physical condition essential, team spirit
- Basic knowledge in mechanics and any other knowledge is welcome
- Work experience preferable (CV or references of your past jobs)
- Ability to come to work by own means, driving licence required (UE Licence or Irish), any other licences (Boat, Forklift) or training are welcome
- Minimum age over 18 years
- Equipment provided (raincoat, boots, etc.)

Contact:

YANNICK on 087 69 98 565 / **MATHIEU** on 087 39 57 282

email:

yanoyster@yahoo.fr OR **mathieu.rabille@gmail.com**

Landscape Operative – Comeragh Landscaping – Dungarvan

Comeragh Landscaping is a professional landscaping company based in Dungarvan Co. Waterford.

Preferred candidate must have experience in some or all aspects of hard and soft landscaping including ground works, paving, planting and maintenance.

May suit horticultural graduate.

Must have own transport, full driving licence, safe pass and manual handling

Contract length:	6 months
Part-time hours:	40 per week
Job Types:	Full-time, Part-time, Contract
Schedule:	8 hour shift
Experience:	Landscaping: 2 years (Preferred)

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

Weddings & Events Operations Manager – Dungarvan The Park Hotel

A superb opportunity has arisen for an experienced Weddings & Events Operations Manager to join our team at the Park Hotel, Dungarvan

Do you love seeing other people have an unforgettable celebration because of an event you have Managed ? Do you excel at attention to detail? Do you thrive working in a busy environment with likeminded People?

If you are passionate and driven to deliver unique experiences within functions and events in an absolutely fantastic environment, this is a great role for you.

At the Park Hotel Dungarvan we create unique experiences for our guests that inspires and delights them. Your role will be to bring these events to life! The event spaces include the Our main Ballroom, Terrace garden area and four private dining suites.

Job Types: Full-time, Contract

Schedule: 8 hour shift

Experience: Event Management: 3 years (Required)

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

 Job title, Skill or Company

 Location

[<< Return to Job Search](#)

ifac **Bookkeeper**
IFAC



 Dungarvan, County Waterford, Ireland

 Not Disclosed

 Permanent | Full Time

 1 Day Ago



Apply Now

Description

Company Details

Ifac is a top ten Accountancy Practice operating from 30 locations nationwide. We are the industry leaders in providing taxation, accounts and business advice to farmers and agri-related businesses. We are currently recruiting a **Bookkeeper** for our local office in **Dungarvan**

The Role

This is a Part Time, permanent role working as part of our team in Dungarvan as a Bookkeeper. Responsibilities will include, but are not limited to;

- Preparing basic accounts from accounting records
- Book-keeping for clients, taking books from basic records to trial balance stage,
- Vat analysis and statutory returns.
- General office administration duties

Candidate

The successful candidate will have **three years' Bookkeeping experience** and ideally be AITI qualified (desirable though not essential). Previous experience work in accountancy and related practices would be an advantage. The ideal candidate will be a highly motivated individual who can work on their own initiative and will have;

- Experience of producing accounts to trial balance stage from basic records.
- Knowledge of packages such as Sage, Xero is an advantage
- A proficiency in Microsoft Office Suite and have experience using Client Management Systems.
- Strong interpersonal and communication skills.
- Ability to deliver top quality customer service.

Full training will be provided.

We provide a challenging and exciting work environment with the opportunity for personal and professional development. You will join a vibrant team, at a time of major organizational change and growth

About Us

Founded in 1975, ifac is Ireland's market leading agri-business specialist professional service firm. We are an award-winning employer and one of Ireland's Top Ten Accountancy firms operating from more than 30 locations nationwide.

Apply in confidence with full CV quoting reference: **BKK/DUNGARVAN** to

Head of HR

ifac,

ifac House,

Old Naas Road,

Dublin 12 N2X3

Skills:

Book-keeping VAT Accounting software

Apply For This Job

You are just a few steps away

Get started by entering your email

Email

Next

 Job title, Skill or Company

 Location





[<< Return to Job Search](#)



Assistant Support Worker & Social Care Worker

Nua Healthcare



-  Dungarvan, County Waterford, Ireland
-  €28,000 - €32,000
-  Permanent | Full Time
-  07 Mar



Login or register to apply

Description

Company Details

We are seeking applications from energetic and enthusiastic individuals to join our team for the above position. The successful candidate will be afforded all necessary training and development in line with the role. Candidates must be highly motivated, creative and experienced with a passion for engaging with clients on a daily basis.

The Company

Nua Healthcare specialises in providing Residential care, Community outreach and Day services to adults and children with complex support requirements on both the Intellectual Disability and Mental Health spectrums. We pride ourselves in providing true person-centred care for individuals in their own home or in appropriate community-based care facilities.

Skills:

Full Licence Healthcare social care

Benefits:

CPD Pension

Login or register to apply

Job title, Skill or Company

 Location

[<< Return to Job Search](#)


Assistant Manager - Dungarvan

Fx2 Recruitment

Dungarvan, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

Today



Apply Now

Description

Company Details

Assistant Manager - Dungarvan

Our Client, a leading clothing retailer is looking to recruit an outstanding Assistant Manager for their store in dungarvan

The Ideal Candidate will have previous Management experience ideally in a fast paced sports/fashion retail environment, will be passionate about sports and delivering outstanding customer service, will have the drive to reach key targets and will ensure the store runs smoothly on a day to day basis

Key Responsibilities:

- Ensure all staff are assigned to areas and have sufficient tasks to perform each day
- Full responsibility for running of the store in the absence of store manager
- Train all new store members and ensure that existing staff are continuously refreshed with product knowledge and customer service standards on a weekly basis
- Assist in the management of all cash and financial administration.
- Be consistently conscious of all aspects of Health and Safety in the store and responsible for ensuring that all staff and store personnel are following policies and procedures with regard to the same
- Deliver excellent store standards consistently in line with Operations audit requirements
- Key holder and call out person in the event of alarm activation

Job Ref: 11669

Skills:

Retail Management

Retail

Manager

GSK Dungarvan Job Vacancies



Facilities Manager

Req ID: 281808

Location
Dungarvan,
Ireland

Categories
Engineering

[Apply now](#) 
English (US) 

Senior Packaging Technologist

Req ID: 282648

Location
Dungarvan,
Ireland

Categories
Technical

[Apply now](#) 
English (US) 

Cleaning Validation Specialist

Req ID: 282629

Location
Dungarvan,
Ireland

Categories
Quality

[Apply now](#) 
English (US) 

Technical Specialist

Req ID: 282631

Location
Dungarvan,
Ireland

Categories
Technical

[Apply now](#) 
English (US) 

For more information on any of these positions or to apply
look at the GSK website

[Back](#)

Assistant Support Worker & Social Care Worker



NUA HEALTHCARE SERVICES UNLIMITED
COMPANY

Ref: #JOB-2172876

Lismore, Lismore, County Waterford, Ireland

No of positions: 3

Paid Position

40 hours per week

To be Confirmed

Published On: 08 Mar 2021

Closing On: 05 Apr 2021

Apply

Job Description

Share

We have both Full and Part time Positions available.

sio We are seeking applications from energetic and enthusiastic individuals to join our team for the above position. The successful candidate will be afforded all necessary training and development in line with the role. Candidates must be highly motivated, creative and experienced with a passion for engaging with clients on a daily basis.

Us The Company

19 I Nua Healthcare specialises in providing Residential care, Community outreach and Day services to adults and children with complex support requirements on both the Intellectual Disability and Mental Health spectrums. We pride ourselves in providing true person-centred care for individuals in their own home or in appropriate community-based care facilities.

goin Benefits

- on**
- Company Pension
 - Paid Maternity/Paternity Leave
 - Education Assistance
 - Employee Assistance Programme (EAP)
 - Employee Referral Scheme
 - Working hours over a 7 day roster which includes shift work
 - Continuous Professional development
 - Life Assurance/Death-in-Service benefit
 - Fantastic development & career opportunities

& more...

Selection Process

- Competency based interview against criteria for the role
- Competency Framework Evaluation conducted against role

Key Responsibilities

- Previous experience within the area of Social Care
- Experience of report writing, personal support plans, people and roster management
- Genuine respect and empathy for diversity and individuality
- Flexible, Responsible and mature approach to work
- Professional, accountable, good planning and time management skills
- Excellent working knowledge of regulatory compliance and HIQA standards
- Excellent Written, Spoken and Listening skills
- Excellent Problem Solving skills
- Excellent Decision Making skills
- Excellent Planning skills
- Excellent Leadership skills
- Excellent ability to relate to staff at all levels with specific regard to Understanding and Managing Relationships

Essential Criteria

- Garda Vetting upon your application
- Extensive training will be provided.

To apply for the above role please follow the link below to our candidate portal or visit www.nuahealthcare.ie/careers or email recruitment@nuahealthcare.ie

Career Level

- Not Required

Candidate Requirements

Essential

-



Treo Port Lairge: Outreach / Engagement Worker



Offering support & direction to young adults

Unit 2, Block 4, Lackan Rd. Business Park, Kilbarry, Waterford, X91 PW29. Tel/Fax (051) 579740
 E-mail: admin@treoportlairge.ie www.treoportlairge.ie

Treo Outreach / Engagement Worker- West Waterford

Treo Background

For over 21 years Treo has been providing support, encouragement and guidance to referred individuals aged primarily sixteen years and over in the South East, to enable them to make more positive choices, reduce illegal activity, and move forward with their lives. This is achieved through the provision of task-oriented blended learning, engaging workshops, and interactive educational, training, social enterprise and employment initiatives designed to develop each person's individual, social, civic capacity and responsibility. Please refer to www.treoportlairge.ie for further information.

Background To Service

Treo, in collaboration with Waterford & Wexford Education and Training Board and Tusla, is setting up a pilot Engagement and Outreach service in west county Waterford. For background information on this service please consult the accompanying document. Applicants are now invited to apply for the position Outreach/Engagement Worker with Treo Port Lairge CLG.

Position Details

Location: Based from First Floor, 10 Westgate Business Park, Dungarvan, Waterford, X35 YK73

Accountable to: Treo CEO

Hours: A minimum of 39 hours per week. This position requires flexible working hours and some weekend work.

Probation Period: 3 Months

Duration: One Year Fixed Term contract. This may be renewed subject to evaluation and continued funding.

Salary: €30,938

Key Responsibilities:

- To ensure that all individuals who are referred to the service are engaged meaningfully and professional relationships developed.
- To undertake outreach work in the community with each participant.
- To engage families of those referred.
- Develop and maintain strong professional links with the relevant Statutory, Social and Community organisations. Advocacy work with these agencies.
- To work as part of a team with the existing Treo staff.
- Facilitation of One to One and small group based Lifestyle and Behaviour work/programmes.
- Develop strong working relationships with all local education, training and employment supports/providers.
- Through activation of each individual's Action/Progression plan, support each referral to access appropriate education, training and employment pathways in time.

- To maintain and develop accurate records, administrative and financial duties in line with procedures defined by the Treo's Board of management.
- To furnish progress reports to the CEO at specified regular intervals.
- To assist in the drafting of annual reports, business plans and funding applications.
- To assist in the ongoing development & evaluation of the service.
- To attend meetings and events as directed by the CEO.

The above responsibilities are not intended to be a comprehensive list of all duties involved and consequently the Outreach/Engagement worker may be asked to perform other duties as appropriate to the position, which may be assigned by the CEO.

Applicants must have a minimum of a level 8 degree in Social Care or equivalent with a minimum of two years' post qualification experience. The successful candidate will also need access to a car to perform their duties.

Applicants for this position are invited to submit their CV and cover letter, **and a 500 word document clearly demonstrating suitability for this post**, via email to admin@treoportlairge.ie

The closing date for applicants is Friday 26th March 2021.

PLEASE NOTE THAT INTERVIEWS FOR THIS POSITION WILL BE HELD ON THE WEEK BEGINNING MONDAY 12th APRIL.



Attachment	Size
Outreach Engagement Service Dungarvan	1.1 MB

General Info

Date Entered/Updated
4th Mar, 2021
Region
Dungarvan, Co Waterford
Expiry Date
26th Mar, 2021
[e-bulletin subscription](#)

Vacancy Categories

- [Job & Tender request deadlines](#)

Aid & Development

Children & Youth

Civil Liberties & Human Rights

Community

Education & Training

Health

WINDOW & DOOR INSTALLER



DEISE Windows posted a job.
1h · 🌐

...

Removing and Replacing of Windows and Doors .
Manual Lifting.
Carpentry and Plastering Skills an advantage.
Youghal / Dungarvan Area



DEISE WINDOWS
uPvc Window & Doors
Palladio Composite Doors
Repairs & Replacement Glass
Contact Karl
086 8582634

DEISE WINDOWS

Window And Door Installer

Youghal · Full-time

Apply Now



DEISE Windows

March 5 at 2:20 PM · 🌐

...

Due to the expected lifting of covid 19 restrictions for construction on April 5th we have positions available for Installers / Labourers .

THIS JOB INVOLVES:

- Removal of Windows & Doors & Replacing with new.
- Manual Lifting.

Carpentry & Plastering Skills would be an advantage but full training will be provided .

AS YOU CAN SEE FROM ABOVE LIST A COLLEGE DEGREE IS NOT NEEDED BUT A BIT OF COP ON WOULD BE NICE 🙄

Apply to deisewindows@gmail.com or send us a pm .
We cover West Waterford/East Cork area .



[Advertised on facebook](#)

Administrative Assistant



Leyden Consulting Engineers Ltd



Ref: #JOB-2173152



Waterford, County Waterford, Ireland



No of positions: 1



Paid Position



20 hours per week



Dependent On Experience



Published On: 10 Mar 2021



Closing On: 07 Apr 2021

Apply

Frequently Asked Questions

Job Description



We are seeking an energetic and capable part-time Administrative Assistance. In this role, you will be responsible for processing documents, maintaining databases, scheduling meetings, managing diaries and liaising with clients.

This is an exciting opportunity for the right person - you must be friendly, outgoing, organised with an excellent command of written and spoken English. In addition you must be a self-starter who can work equally well as part of a team or on your own initiative. In return, LCE can offer a professional and friendly flexible work environment, where employees are appreciated and supported.

You will be required to work between 12 to 20 hours per week depending on business needs. LCE encourage home working, however, you will be required to work from the LCE office at least 2 days per week.

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

Essential

- Minimum Experienced Required (Years): 5
- Driving Licence: Full B
- Languages: English C2-Master (Fluent)

Desirable

- Ability Skills: Administration, Interpersonal Skills
- Competency Skills: Teamwork, Working on own Initiative

Follow Us

Our Mission


At JobsIreland, we aim to help people to get jobs and help employers connect with the right people.

Whether you're looking for your next job or finding the right person to join your team, JobsIreland can help you.

JobsIreland

[About us](#)



 Job Title, Skill Or Company[< Return to Job Search](#)[↗ Share This Job](#)

Warehouse Operator - Weekends

West Pharmaceutical Services

Waterford

Not disclosed

Fixed term contract

Updated 08/03/2021

Human Resources

Log in or register to apply

 Save

Job Summary:

Assist in all areas of Receiving and Warehouse functions as needed.

Essential Duties and Responsibilities:

- Maintain correct inventory of raw material and finished goods.
- Complete all paperwork necessary in receiving shipments, receiving forms, checking purchase orders, etc.
- Check all outgoing and incoming shipments as to accuracy of count, labelling, weights, etc., to determine that data agrees with paperwork.
- Load and unload trailers of product to and from customers, semi-finished product to/from outside storage areas.
- Maintain good housekeeping in the warehouse, stack materials properly and safely, keep aisles clear, rows straight, sweep, etc.
- Schedule transportation of returns/goods to other West Facilities and Recycling facilities.
- Schedule transportation of raw materials coming in from other West facilities reviewing most cost effective method.
- Provides verification of transportation bills for incoming and outgoing freight for invoice matching.
- Review of chemical waste area to insure compliance and schedule removal when necessary.
- Generate requisitions for warehouse supplies as required.
- Complete monthly warehouse cycle counts as assigned.
- Assisting in all areas of warehouse functions as needed.
- Act in accordance with the company's Guiding Principles and adherence to the corporate Code of Conduct.
- Compliance to all local site Environmental, Health and Safety regulations.
- Compliance to all local site company policies, procedures and corporate policies.

Basic Qualifications:

- Minimum Education: Leaving Certificate
- Valid drivers' license; able to drive company van and forklifts.

Preferred Knowledge, Skills and Abilities:

- Knowledge of various receiving systems and descriptions and how each applies to our needs.
- Ideal candidates would typically have 2-3 years prior work experience in a Manufacturing- Warehouse environment
- Knowledge of Good Manufacturing Practices (cGMP) requirements would be an advantage Computer knowledge to perform SAP, Microsoft Excel and Word an advantage.

Skills:

forklift driver Forklift Counterbalance manufacturing SAP

 Job Title, Skill Or Company[< Return to Job Search](#)[Share This Job](#)

Rigid Driver - Waterford

Musgrave Group

Waterford

Not disclosed

Permanent full-time

Updated 08/03/2021

Gavin Hannon

[Log in or register to apply](#) Save

Musgrave Wholesale Partners are an Irish family business established in 1876. We are a leading supplier to the catering sector and play a strong and vibrant role in supporting local communities.

We are currently recruiting Multi Drop Delivery Drivers to join our existing dynamic and successful distribution team in Waterford.

We will provide full training including Eco Driving, Manual Handling Certification and Basic Food Safety Certification. You will also have opportunities to progress and develop within your own career. You will hold a full Clean C Category Driving Licence and be required to work 5 days over 6 each week.

The Role:

- To provide Multi Drop Delivery to our customers in the Munster region
- To check and complete all invoices and paperwork on time and within specification
- To complete daily checks on your vehicles and load
- To adhere to all Basic Food Safety requirements
- To build excellent customer relationships

Your profile

- Holder of a full Clean C Category Driving Licence
- Minimum of 1 year previous Multi Drop Delivery Experience
- Must have a valid Driver Certificate of Professional Competence (CPC) Card
- Display excellent customer service and interpersonal skills.
- Be a highly motivated individual who can work to set deadlines.
- Be a team player with ability to work on own initiative
- Possess good problem solving skills
- Good Road knowledge of Waterford and surrounding areas
- Good written, oral and communication skills

Ref: 12077

[Log in or register to apply](#)

DPD - WATERFORD

 **Waterford Jobs - JobAlert.ie**
Yesterday at 9:13 AM · 

...

DPD are now hiring for the following roles in Waterford:

1. Driver

Full-time position, full clean license and must be over 25.

2. Sorter

Early morning starts, no license required and must be flexible.

Apply here: <https://www.jobalert.ie/job/driver-x1-sorter-x1-dpd>

To advertise your job on our Facebook page & website click here:

[#job #waterford](https://www.jobalert.ie/employers)



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JOBALERT.IE

Driver x1 Sorter x1 | DPD | Waterford - 7th March | JobAlert.ie

Driver x1 Sorter x1 - Dpd Waterford are currently looking for people for 2 positions they have ...

[Advertised on facebook](#)

Security Officer – Sentry Security – Waterford

Urgently needed

Security Officers required for Waterford. Excellent communications and report writing skills essential. Computer skills required for some positions but not all.

Job Duties:

- Monitoring entrances and greeting visitors
- Operating CCTV system
- Patrolling premises on foot
- Answering calls
- Preparing reports

Security ERO rates paid

Reference ID:	WD002
Part-time hours:	24/39 per week
Application deadline:	12/3/2021
Expected start date:	15/3/2021
Job Types:	Full-time, Part-time
Salary:	€11.00-€12.00 per hour
Additional pay:	Overtime pay

Schedule:

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- Night shift
- Weekend

Experience:	Security: 1 year (Preferred)
Education:	Leaving Certificate (Preferred)
Licence:	PSA (Required)

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

Sales Assistant– Besttile– Waterford

Urgently needed

Join our Besttile Team.

We are looking to recruit an extra member to our team, we are looking for a positive and people friendly individual, who enjoys the retail sales environment and understands what customer service is all about.

Sales and Customer Service

To be part of this great team you will need to have some of the following:

- Sales and customer service experience in retail, hospitality or related business.
- Be able to learn all about ceramic tiles and bathrooms and help support our customers with selecting the right products for their home.
- Experience of the full range of customer service, from sales queries, quotes and processing of sales orders.
- Competent computer skills and excellent English will also be required.
- Maintaining and organising the showroom and displays, ensuring they are neat and tidy for customer viewing.

In return, we will give you a competitive salary, work with a great team and have an amazing showroom to work in.

Please email in your CV and covering letter, telling us a little about yourself.

Check out our website for more information www.besttile.ie

Benefits:	On-site parking
Hours:	30-37.5 hours per week
Job Types:	Full-time, Permanent
Schedule:	<ul style="list-style-type: none">• 8 hour shift• Monday to Friday• Weekend
Experience:	Sales: 1 year (Preferred)

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

Service Administrator – Waterford



Hartley People are recruiting a **Service Administrator** for a well-known **Waterford** based company

Duties/Responsibilities

- Provide an efficient warranty claims process in support of the dealership
- Prepare, process and track warranty claims
- Liaise with external representatives regarding current claims
- Keeps abreast of all factory recalls and announcements
- Follow up on claims, to obtain prompt payment
- Deliver outstanding customer service to internal and external customers at all time
- Maintains all service and customer records as required by the manufacturer/warranty provider

The ideal candidate:

- 2+ years Warranty experience in a franchise dealership environment
- Ability in accurately analysing and interpreting information from a variety of sources
- Demonstrable track records in achieving warranty KPIs and targets.
- Excellent attention to detail

Hartley People Recruitment work to the highest ethical standards within our industry and we value the trust that you place in us when you send your CV. We can provide a full consultation in confidence and we guarantee that your CV will not be sent to any of our clients without your prior consent.

For immediate consideration please email your CV in word format to lauren@hartleypeople.com in response to this job posting.

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

Recruitment Consultant – Waterford



We are currently looking to recruit a full time Recruitment Consultant (we call it Talent Specialist) to join our highly successful Waterford team.

Who are we??

In a nutshell...Hartley People Recruitment is the regional leader in the provision of Recruitment and HR services in Training, Career choices and Healthcare. We really aim to be the best at everything we do and we always hire people who will share our vision, values and culture.

We are different from others. We are not an 'agency' but rather a professional talent acquisition firm, and there's a big difference! Our values are different, our approach is different and our results tend to be different as well.

What's in it for you?

First and foremost, this role represents a great opportunity! Opportunity to work with a great team. Opportunity to work to the highest industry standards and the opportunity to earn more!

If successful, you will work in a fast paced and dynamic team based environment that requires people to get things done, think on their feet and work really well with other like-minded people.

We are very serious about customer service...we work to deadlines for our clients and always put their interests ahead of everything else. We also strive to continuously improve everything that we do, every day and be at the cutting edge of the recruitment industry.

This is just a flavour of the role. More details are available for interested candidates!

Who are we looking for?

- 3rd level qualifications would be preferred, ideally degree but possibly a Diploma in a relevant discipline e.g. Business Studies
- Excellent people and relationship skills – this is a must!
- Previous experience in recruitment is a definite plus. Alternatively, a background in consultative sales or a high-end customer service role will work!
- Strong IT user skills are essential (full M/S office suite). Ideally a good knowledge of social media also
- Creative –you must have the ability to think laterally and find solutions
- You've got to be able to multi-task – there's always lots to be done!
- Energy. ...and lots of it!!

If this is the right environment for you, then you may well be the right person for us!

You don't need a 10 year track record in a similar role. We are looking for attributes, ambition and energy rather than just experience. If this is you, we would love to talk.

For more details, please send CVs in response to this job posting to fhartley@hartleypeople.com or call 051 878813 for more information.

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

Job title, Skill or Company

 Location

[<< Return to Job Search](#)

Mechanic

Jim Power Agri Sales

Waterford, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

05 Mar


[Apply Now](#)

Description

Company Details

Due to continued business growth we now have a position available for a full time qualified mechanic to join our busy team in our workshop based in Tallow, Co Waterford. The position will suit an experienced individual who is wishing to progress in their career as there is also a possibility to become a workshop foreperson which will be considered based on experience.

The successful applicant will get to work with a wide range of agricultural equipment. This work will be carried out to standards set by both ourselves and the manufacturers.

Duties will include

- Installation, service, and repair of new and used equipment
- Performing work as outlined on the job card with efficiency and accuracy
- Using diagnostic equipment and a systematic approach, ensure vehicle faults are diagnosed and rectified
- Liaising with service representatives from our suppliers to rectify problems
- Examining the vehicle and performing vehicle health checks to determine if additional service work is required
- Complete service documentation (Job sheets, PDI's, service reports) in line with warranty and dealership requirements
- Maintaining a clean and neat workspace and adhering to all company policies, procedures, and safety standards

Requirements

- Must be a fully qualified agricultural mechanic
- Ability to work on own initiative and be a good team player
- Good communication skills and the ability to identify and explain additional work required to the service manager
- Will be capable of producing quality work in a busy fast-paced environment
- Be diligent, with a flexible approach to work
- Must willing to communicate with manufacturers and supplies
- Full Clean Driving License

Full competitive remuneration package available for the successful applicant

Applications in writing to our offices at Kilmore West, Tallow, Co Waterford or just apply below by April 02nd, 2021.

Skills:

agricultural mechanic

Drivers Licence

team player

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

Trainee Car Sales Executive

John Kelly Waterford

 Waterford, County Waterford, Ireland

 Not Disclosed

 Permanent | Full Time

 1 Day Ago

[Apply Now](#)

Description

Company Details

Trainee Car Sales Executive – John Kelly Opel

Are sales your passion?

Are you keen to earn above the average income?

Are you an experienced customer service professional seeking an opportunity to kick start your career in motor sales within a leading Brand?

Located in the Heart of Waterford City and covering the Waterford and Kilkenny area, we have vacancies for motivated Car Sales Executives within our sales division. This is an excellent opportunity to work with a leading Brand within the motor trade industry.

Motor sales experience is not a necessity as full training will be provided, however candidates should have proven retail sales experience.

Objective of the Role:

- Sell new and used vehicles in line with set targets
- Deliver excellent customer service ensuring attention to detail at all times
- Drawing on your experience, use innovative approaches to develop new business and follow up leads
- Possess up-to-date knowledge of products, accessories and prices
- Undertake all administration requirements of the position to include relevant paperwork and reports
- We are seeking an enthusiastic individual who has the passion, drive and commitment to become an integral part of our sales team

The ideal candidate:

- Excellent administration skills
- Proficient in Microsoft Office Package (Word, Excel, Email)
- Excellent communication and negotiation skills
- The ability to provide the highest standard of customer service
- Ability to develop great relationships with customers and colleagues alike
- Present a professional image
- Full clean driving license is essential

Skills:

Customer Service

Sales Experience

Drivers Licence

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

Senior Hotel Receptionist

PREM Group

 Waterford, Ireland Not Disclosed Permanent | Full Time Today[Login or register to apply](#)

Description

Company Details

Position: Senior Hotel Receptionist (Full Time Permanent)

Location: Viking Hotel Waterford

The Viking Hotel Waterford are currently recruiting for an experienced Senior Hotel Receptionist to join our wonderful front office team.

Our Hotel

The Viking Hotel is located 4km from Waterford city centre and just 7km from the M9 motorway. The hotel offers a perfect base for both business and leisure guests. We offer 98 rooms in total which are tastefully designed with the comfort of home in mind. The Wooden Pestle Bar & Restaurant recently underwent a makeover and has a great atmosphere which is enjoyed by residents and locals alike. The Wooden Pestle offers sumptuous dishes from carvery lunch and light snacks to an evening meal.

The Role

We are seeking an experienced Senior Hotel Receptionist who is friendly, helpful and empathetic to the core. Working as part of a busy front office operation, this role is crucial for the everyday running of the hotel as it provides the link between all departments and is the main port of call for customers. You must have experience in a similar hotel position and have excellent communication and presentation skills. Must be a team player with the ability to multi task and have a fine eye for detail.

Key Responsibilities:

- To assist in the efficient running of the front office activities ensuring highest standard of customer service
- Assist in managing, leading and motivating the front office team.
- To carry out all front office duties whilst supporting the front office team.
- To promote and sell the Hotel's facilities at all times
- To ensure billing is correctly done to the agreed standards
- To deal with any guest complaints, queries and suggestions quickly and efficiently

- To make sure the highest standards of customer care are met at all times
- To assist in the management of staff ensuring company policy is adhered to at all times
- Maintaining procedures and implementing new procedures if / when necessary
- Dealing with guests and fellow colleagues on a constant daily basis
- To handle all departmental floats and safe deposits, maintaining high levels of security
- Effective communication with other employees to ensure the day to day business runs smoothly.

Ideally we are looking for a candidate who will:

- Previous experience working within a hotel reception
- Have experience working alongside a senior management team and will be comfortable achieving goals as part of this team.
- Demonstrate strong organisational skills and excellent customer service etiquette.
- Be professional in approach and capable of working on your own initiative

Why Work With Us?

We are a team of talented professionals who work well together and we are a fun team to work with. We want you to be happy and enjoy coming to work with us by providing every individual with the support and training required.

Just some of the benefits of working with us:

- Excellent working environment
- Friends and family stayover specials
- Staff canteen where food is provided daily
- Employee referral incentive scheme
- Social staff outings
- Excellent Hotel staff rates across Ireland, UK & Continental Europe
- Employee Assistance Programme
- Free Car Parking
- We promote from within
- Training & Development opportunities
- Career progression opportunities

This is an exciting opportunity to join a hotel that is managed by PREM Group, one of Europe's leading hotel management companies. PREM Group provides all of its employees with opportunities to expand and develop their career. We give employees the initiative to contribute their ideas in building a better environment for everyone.
#progresswithPREM

To Apply

If you would like to apply for this role, please forward your CV through this website. We look forward to hearing from you!

Skills:

Team Leader Customer Service Communication

[Login or register to apply](#)

BUS DRIVERS

1. Bus Éireann Summer Seasonal Driver's Programme 2021

If you like driving, you'll love driving for Bus Éireann

We are currently recruiting for summer/seasonal vacancies in Dublin, North East, Cork, [Waterford](#), Tralee, Galway and Limerick .

 **Waterford Jobs** JobAlert.ie
March 6 at 10:42 AM · 🌐

#NowHiring Bus Éireann has launched two recruitment campaigns for Drivers!

1. Bus Éireann Summer Seasonal Driver's Programme 2021.
2. Bus Éireann Driver's Programme.

Salary: €731.30 per week.

Apply here: <https://www.jobalert.ie/job/bus-drivers-wanted-bus-eireann-2>

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

Bus Drivers Wanted

€731.30 per week

Bus Éireann Driver's Programme

Recruiting now in Ireland

APPLY NOW



JOBALERT.IE

Bus Drivers Wanted | Bus Éireann | Nationwide - 6th March | JobAlert.ie

Bus Drivers Wanted - 1. Bus Éireann Summer Seasonal Driver's Programme 20212. Bus Éireann...

[Advertised on facebook](#)

Sales Assistant – Centra – Kilmeaden



Main purpose of the role:

Responsible for ensuring customer satisfaction is the number one priority. Interact with each customer with great pride, passion and care and inspire shoppers through knowledge and expertise.

The ideal candidate will have/be:

- Excellent communication skills
- Ability to engage with and prioritise customer needs
- Strong attention to detail, organised and flexible
- Ability to use own initiative and work as part of a team in a fast-paced environment
- Customer driven
- Previous customer service experience is an advantage.

Main duties:


- Actively live Centra brand-values i.e. Proud, Energetic, Imaginative and Community-Based
- Show a positive attitude and take responsibility for ensuring customers receive an excellent shopping experience
- Deal with all customer queries efficiently, professionally and consistent with store policy
- Merchandise shelves, ensuring that all areas of the store are presented to the highest standard
- Engage with new initiatives and embrace new ways of working.

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


[Back](#)

Test Centre Administrator


PROMETRIC




Prometric




Ref: #JOB-2172988




Multiple Locations




No of positions: 21




Paid Position




20 hours per week



11.00 Euro Hourly



Published On: 09 Mar 2021



Closing On: 06 Apr 2021

Apply

Frequently Asked Questions

Job Description

[Share](#)



Multiple locations
Dundalk, County Louth, Ireland
Letterkenny, County Donegal, Ireland
Carrick-On-Shannon, County Leitrim, Ireland
Monaghan, County Monaghan, Ireland
Wicklow, County Wicklow, Ireland
Wexford, County Wexford, Ireland
Dublin, County Dublin, Ireland
Portlaoise, County Laois, Ireland
Kilkenny, County Kilkenny, Ireland
Athlone, County Westmeath, Ireland
Galway, County Galway, Ireland
Carlow, County Carlow, Ireland
Castlerea, Demesne, County Roscommon, Ireland
Navan, County Meath, Ireland
Clonmel, County Tipperary, Ireland
Sligo, County Sligo, Ireland
Longford, County Longford, Ireland
Drogheda, County Louth, Ireland

SUMMARY

To supervise test candidates in order to ensure the efficient invigilation and execution of tests at Prometric test centres.

DUTIES & RESPONSIBILITIES

- To receive test candidates and test centre visitors upon arrival.
- To take required security/verification precautions of test candidates on arrival by checking identification and confirming license entitlement, eligibility, etc.
- To monitor candidates by performing regular walk-throughs whilst they are taking tests, in order to ensure a secure testing environment.
- To sign test candidates in/out of the testing room.
- To file irregularity reports for unusual situations or complaints.
- To provide security at the testing facility by ensuring all locks and security systems are properly used.

The TCA may also be responsible for holding keys to the testing facility.

- To operate computer hardware and other test centre equipment.
- To support operations and technical personnel with data communications.
- To operate a DVR, digital camera, telephone system, and alarm system as and when required.
- To actively participate in Prometric quality assurance, audit programs and other company exercises and initiatives as a flexible team player.
- To maintain the cleanliness of the Test Centre
- To ensure a safe work environment and to proactively highlight any health & safety issues.
- To complete TCA accreditation exams and take part in training sessions as required.

QUALIFICATIONS & EXPERIENCE

- Flexibility regarding hours and covering in other test centers if required.
- Customer Service experience
- Ability to meet commitments
- Responsiveness to management requests.
- Excellent interpersonal skills
- An ability to operate as part of a team.

Locations:

[Show accessibility settings](#) y , Carlow, Carrick on Shannon, Castlerea, Dublin IFSC , Longford , Drogheda , Dundalk , Wexford , Navan, Clonmel, Cavan, Monaghan, Wicklow, , Portlaoise and Kilkenny
Hours per week will vary depending on location.

Shared Services Administrator Payroll & HR – Clonmel

James Whelan Butchers

As we continue to expand, we are looking for a Shared Service Administrator who is both, passionate and committed to joining our head office team. You will support the day to day activities of our head office team. James Whelan Butchers is synonymous with quality & service, conveyed across all of the business attributes.

The Shared Services Administrator for Payroll & HR functions will be responsible for assisting with the processing of employee data, monitoring the accuracy of time records and input of wage data to ensure employees are paid correctly and on time. Whilst also taking responsibility for assisting in maintaining employee records. Ultimately, this role will require the successful candidate to work within a team using their own initiative. Furthermore he/she must be able to demonstrate the ability to assist with all aspects of payroll & hr data and administration, ensuring that these tasks are completed in a timely and efficient manner.

Role

- Compile and assist with the completion of payroll processing for weekly paid employees within all sectors of the business
- Assist with the process of administering new starts including Employee setup on TMS system and assist with the setup of filing of all electronic related documentation including proof of address, PPS, copies of proof to work, Identification etc. as required to complete the recruiting process.
- Compile reports & data for employee annual leave, bank holiday accruals
- Work closely within a shared services environment to ensure any requests for employee letters for Landlord/Banking/References dealt with accordingly
- Update employee records with any change of addresses/contact information, change in contract arrangements TMS
- Assist with handling any incoming/outgoing telephone queries relating to Payroll/HR on a daily basis.
- Handle any support/operational miscellaneous requests relating to Payroll/HR and ensure excellent working relationships are built and maintained
- Produce weekly & monthly reports for the Head of HR & Payroll
- Create work rosters

Profile

- Previous knowledge of using HR & Payroll related software
- Excellent organisation skills with excellent attention to detail
- Proven ability to work on own initiative
- A thorough and methodical approach to work

This is an excellent opportunity to join a growing company where individual skills are valued

Job Types: Full-time, Permanent

Salary: From €30,000.00 per year

Schedule: 8 hour shift / Monday to Friday

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

[Back](#)

Administration Assistant



Company Details Confidential



Ref: #JOB-2171012



Fermoy, County Cork, Ireland



No of positions: 1



Paid Position



20 hours per week



To be Confirmed



Published On: 24 Feb 2021



Closing On: 24 Mar 2021

Apply

Frequently Asked Questions

Job Description

[Share](#)

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- The ideal candidate will have experience working in a busy office.
- At least 2 years of professional experience in a clerical/administration role
- Previous experience working in the livestock sector a plus but not essential
- Excellent communication and customer service skills
- Excellent typing and accuracy
- Strong attention to detail and organisation skills
- Fluent in English
- Hours varied starting at 20 hours per week with the prospect of full time work
- Must have full clean valid driving license and own transport

Career Level

- Not Required

Candidate Requirements

Essential

- Minimum Experienced Required (Years): 2
- Driving Licence: Full B

Desirable

- Ability Skills: Administration, Communications
- Competency Skills: Decision Making, Flexibility, Initiative, Teamwork

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Our Mission

At JobsIreland, we aim to help people to get jobs and help employers connect with the right people.

Whether you're looking for your next job or finding the right person to join your team, JobsIreland can help you.

JobsIreland

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Timber Frame Production Operative – Midleton Ecotech Homes

Urgently needed

Job Summary

Assembly and manufacturing of various Timber Frame wall and floor components for shipping to site, use of saws nails guns and drills within a workshop environment.

Required Education, Skills and Qualifications

Previous Timber Frame manufacturing experience preferred, Manual Handling, Forklift competent operator.

Job Type / Category	Permanent / Contract Positions / Full-time
Benefits	Training provided
Salary:	€400.00 per week
Experience:	Manufacturing Environment: 1 year (Preferred)

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



An Roinn Coimirce Sóisialaí
Department of Social Protection

Full details of these vacancies can be found on www.jobsireland.ie

CE Vacancies

[Community Employment Schemes]

CES – 2173049 – Environmental Worker - Kilrossanty

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

CES – 2172826 – 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 – 2171588 – Caretaker /Cleaner - Ring

Caretaker/Cleaner Community Hall (Ionad Pobail na Rinne) & Playground: (An Imearlann.).
Community Hall (Ionad Pobail na Rinne)

Duties to include: Opening and closing of Centre, responsibility for keys and alarm codes. Maintain a high standard of cleanliness and hygiene throughout the building including, kitchen, sports hall, rooms, stairs, cloakroom, toilet and shower rooms. Preparing and setting up for events/users. Dispose of all waste appropriately. Light maintenance in hall and surrounds. Surrounding building carry out general sweeping, weeding, tidying & gardening including cutting grass.

Playground: (An Imearlann.) - Cutting grass control of weeds picking up rubbish keeping playground swept & clean at all times. Garda vetting a requirement.

CES – 2171495 – Maintenance Worker - 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 – 2167570 – Sportsground Worker - Nire / Fourmilewater

Duties to include field maintenance, cutting GAA fields, lining fields, re-sodding goal mouths, weed control, litter control, general maintenance and upkeep of playing pitches, clubhouse, stand and car park. Location: Nire/Fourmilewater.

CES – 2166930 - Environmental Worker - Stradbally

Duties to include litter control, grass cutting and strimming, spraying, repair, maintenance and general upkeep of green areas of St James Church/graveyard.

CES – 2166933 - Environmental Worker - Stradbally

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

CES – 2166929 - Environmental Worker - Fewes

Duties to include litter control, grass cutting and strimming, spraying, repair, maintenance and general upkeep of green areas of Fewes Church/graveyard.

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.

**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.jobsdodeal.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/>



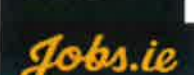
<https://www.gumtree.ie/s-jobs/waterford/v1c8l3300023p1>



<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>

NEW ONLINE PORTAL TO ASSIST JOBSEEKERS

FIND OUT THEIR TRAINING OPTIONS ALL IN ONE LOCATION

[HTTPS://WWW.GOV.IE/EN/CAMPAIGNS/F205A-THE-RIGHT-COURSE/](https://www.gov.ie/en/campaigns/f205a-the-right-course/)

[gov.ie](https://www.gov.ie) - **The Right Course** (www.gov.ie)

The Right Course

Education is for everyone and there is a range of options for anyone who is considering their next step in life, at any time in their lives.

Whether you need to learn new skills, update your skills or find a new direction, there is a course for you.

The Right Course is your one-stop-shop for finding out the opportunities available to you or your employee.

If you need some guidance, there are a range of supports available here too.

It is never too late to learn something new.

Apprenticeship - Earn and Learn - Free online courses for everyone

Free On-line courses for Everyone - Learn new skills or retrain

Learn New Skills or Retrain - Help your staff develop new skills

Help your Staff Develop New Skills - Social protection and other supports

Social Protection and Other Supports - Career Guidance and Information

Career Guidance and Information

From Department of Further and Higher Education, Research, Innovation and Science - Published on 18 January 2021





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

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 TELPHONE 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

DUNGARVAN COLLEGE VIRTUAL OPEN DAY

WEDNESDAY 24TH MARCH



Dungarvan College - Further Education



March 6 at 9:24 PM · 🌐

Are you interested in finding out about courses on offer in Dungarvan College starting next September?

We offer a wide range of courses for both school leavers and adults interested in upskilling or a career change.

Join us for our Virtual Open Day on Wed March 24th.

Apply now for our courses starting next Sept

<https://apply.dungarvancollege.ie/>



[Advertised on facebook](#)

MEDICAL TERMINOLOGY & ADMINISTRATION ONLINE TRAINING COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

14h · 🌐

...

++PLACES FILLING FAST++ On this **FREE** full time online course which will qualify you for job opportunities in the growing demand for administrators in the Medical Sector. Full details and to apply visit: <https://www.fetchcourses.ie/course/finder...> or call 052 6134333 / email courses@tipperaryetb.ie



etb

Board of Education, Training and
Employment
Tipperary Education and
Training Board



QQI AWARD

Qualification in Medical Terminology & Administration



Harvey Allen
Telephone: (052) 613-4333



E-mail: trainingservices@tipperaryetb.ie

**Medical Terminology & Administration (ONLINE)
(Full-Time) QQI Level 5 Qualification**



Microsoft Office Specialist
Word Associate (Word 2019)



www.fetchcourses.ie
www.tipperaryetb.ie

**Commencing
29th March 2021**



EUROPEAN UNION
Investing in your future
European Training Board



For more information
visit www.fetchcourses.ie
or courses@tipperaryetb.ie

SOLAS



[Advertised on facebook](#)



Course Description

The aim of this 12 week programme is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll systems and bookkeeping records, using both manual and computerised systems, for an organisation, working under general direction and supervision. This is a full time tutor led Blended Learning Course using a combination of a virtual classroom via Zoom and self-directed learning. Learners must have flexibility and be available to attend classroom based assessments at the end of each module. Learners should be aware that this is a full-time commitment and classes will be delivered from 08:30 - 15:45 Mon - Thurs and 08:30 - 12:45 Fri.

CERTIFICATION

Upon successful completion of this programme the learner will receive a QQI Level 5 Component Certificate in:

Bookkeeping - Manual & Computerised. (5N1354)

Payroll - Manual & Computerised. (5N1546)

ASSESSMENTS

Practical exams will take place in a classroom setting. Assignments will be carried out online through Moodle.

COURSE MATERIALS

All course study materials and equipment will be supplied.

COURSE CONTENT

Bookkeeping - Manual & Computerised. (5N1354)

Operate both a manual bookkeeping system from source documents up to trial balance and to use a computerised accounts system incorporating Debtors, Creditors, Nominal Ledgers and financial reporting system.

Payroll - Manual & Computerised. (5N1546)

Examine the requirements of the payroll function; discuss its importance within an organisation; set up, process and maintain both a manual/computerised payroll system; analyse the importance of paying employees the correct wage in a timely fashion; discuss the impact of changes in tax legislation for the employee.

JOB OPPORTUNITIES

Learners who successfully complete this course may seek employment or self-employment in a variety of business contexts and sectors. These roles could include Office Administrator, Accounts Assistant, Payroll Administrator or Bookkeeping Assistant.

LEARNER ENTRY REQUIREMENTS

Education: Applicants must have reached the statutory school leaving age.

Aptitude: Good Numerical and Communication skills are essential, including verbal and written command of the English language.

Previous Experience: Applicants should have achieved a minimum of a QQI Level 4 Major Award or equivalent.

Special Requirements: Will require access to good quality broadband.



NEXT COURSES

Course starting
2021

For further details contact

051-301500

087-1958761

or

recruit@wwetb.ie

BUS / MINI-BUS DRIVING COURSE – D / D1 LICENCE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

February 26 at 9:50 PM · 🌐

...

Commencing May 2021 in #CLONMEL full time bus / mini bus course running for 10 weeks. Learners must possess a CLASS D LEARNER PERMIT to be eligible. Apply at

<https://www.fetchcourses.ie/course/finder...> or enquiries to Harvey on 052 6134333



etb

Education and Training Board
Tipperary Education and Training Board



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

Full time | CLONMEL | MAY 2021 | 10 weeks
Apply - [fetchcourses.ie](https://www.fetchcourses.ie) & enter code 305824
 **Harvey 052 6134333**

[Advertised on facebook](#)

TRADITIONAL STONEWALL CONSTRUCTION TRAINING COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

February 27 at 8:05 PM · 🌐

...

Course commencing in [#Clonmel](#) full time from May 2021. Apply at <https://www.fetchcourses.ie/course/finder...>

BOOK EARLY as places will fill fast. Enquiries to Harvey on 052 6134333 or email courses@tipperaryetb.ie



TRADITIONAL STONEWALL CONSTRUCTION

full time | CLONMEL | May 2021

👉 [fetchcourses.ie](https://www.fetchcourses.ie) & enter code 320863

📞 Harvey on 052 6134333

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RETAIL SALES – PHARMACY ASSISTANT TRAINING COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

17h · 🌐

...

A very popular course with good job prospects as a result. Based in #Clonmel Content includes:

- Career Planning & Job Seeking Skills
- Retail Sales Techniques (4N1183)
- Retail Payment Procedures (4N1185)
- Customer Service (4N1989)
- Work Experience (4N1168)
- Product Knowledge
- Grooming And Skincare

Apply - <https://www.fetchcourses.ie/course/finder...> or call 052 6134333

APPLY TODAY



Retail Sales - Pharmacy Assistant

Full-time | April | 16 Weeks | Clonmel

📞 052 613 4333






etb

South Eastern Region
Clonmel Campus
Tipperary Education and
Training Board

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UPCOMING TRAINING IN DUNGARVAN & WATERFORD THROUGH WATERFORD TRAINING CENTRE


FURTHER EDUCATION & TRAINING COURSE HUB



EUROPEAN UNION
Investing in your future
European Social Fund

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REF	COURSE TITLE	PROVIDER	LOCATION	STARTS
Q97	Safepass	Waterford Training Centre	Dungarvan	06/04/2021
07271	Warehouse Operative	Waterford Training Centre	Dungarvan	12/04/2021
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
Q97	Safepass	Waterford Training Centre	Dungarvan	08/06/2021
Q97	Safepass	Waterford Training Centre	Dungarvan	10/08/2021
09429	First Aid Responder PHECC	Waterford Training Centre	Dungarvan	04/10/2021
07145	RTITB Forklift Truck Operator	Waterford Training Centre	Dungarvan	11/10/2021

PLEASE NOTE THE ABOVE COURSE START DATES ARE SUBJECT TO CHANGE

**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

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 Coimirce Sóisialaí
Department of Social Protection

