

THIS WEEKS JOB VACANCIES

26th May 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

Follow us on Facebook - County Waterford LES

****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
27/5/21



Job Title: Maintenance Technician

Reporting directly to the Maintenance Manager, you will have support from a wider team and benefit from a close working relationship with other key functions in the organisation.

The correct candidate should be of an electrical back round but with very strong mechanical abilities.

This is a full-time role and will require flexibility with both days and evening work. The role is based both between our Cahir and Clonmel sites.

Main duties:

- Support to all production activities to cover machine breakdown and repair.
- Contribute to the continuous development of our Preventative Maintenance program.
- Completion of all minor building maintenance requirements.
- Close out of all weekly structural, GMP and glass and hard plastic audits.
- Completion of daily and weekly plant services checks.
- Coordinate and contribute to any project work undertaken in conjunction with the maintenance and production managers.
- Reporting of all completed Preventative Maintenance work to the maintenance manager.
- Completion of QA documentation as required to ensure our Food Safety Standards are kept live at all times.
- Liaising with builders, foremen and project managers during contract works.
- Get a very good in depth understanding of all equipment on site.
- Keep complete and accurate records of all work carried out for breakdowns.

Please apply in writing to:
Oakpark Foods, Clogheen Road, Cahir, Co. Tipperary (HR Department)
or email: hr@oakparkfoods.ie
Salary Negotiable

MANAGER

REQUIRED

Also

SHOP ASSISTANT

REQUIRED

For Busy Takeaway in Clonmel Central.

Impressive Salary | Experience Required

Apply to BOX NO 700
C/o The Nationalist, Queen Street,
Clonmel, Co. Tipperary

APPRENTICE CABINET MAKER

REQUIRED

No experience necessary

Full Training will be given to suitable
hardworking applicant

Top Rates of Pay

Tony Harvey Interiors Ltd

Phone **086-2223206** or call in to us
at Dudleys Mills, Coleville Road,
Clonmel, Co. Tipperary.
(Text messages will not be answered)



Comhairle Contae Thiobraid Árann
Tipperary County Council

VACANCY

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

SPORTS INCLUSION DISABILITY OFFICER

(Fixed purpose contract,
18 months to 2 years – based in Nenagh)

Salary: €43,633 – €52,401 (2nd LSI)

Depending on the number of applications received for the above post, shortlisting of candidates may be necessary. Shortlisting will be based on the information on your application form. A panel may be formed from which vacancies arising during the lifetime of the panel may be filled.

Application forms, which must be typed and further particulars are available on www.tipperarycoco.ie or by e-mail from recruitment@tipperarycoco.ie.

Completed application forms, which should be typed, must be lodged by not later than **4.00pm on Friday 11th June, 2021** with the Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary.

Garda Vetting applies to this position.

TIPPERARY COUNTY COUNCIL IS
AN EQUAL OPPORTUNITIES EMPLOYER



TipperarySports
PARTNERSHIP
SPORT IRELAND

The Nationalist
27/5/21



BULMERS

IRISH CIDER

VACANCIES BULMERS CLONMEL

Team Manager – Packaging

Maintenance Technician

Automation Engineering Graduate

Environmental Health & Safety Graduate

HR Advisor

Logistics Administrator – Customs

Quality Assurance Specialist

For further information or
to make an application please email
hr.recruitment@candcgroup.ie

HOUSEKEEPER/COMPANION

**Required for Elderly Lady
Tipperary Town Area**

Full Time Position – 40 Hour week
Experience and References essential

Contact: 086-2615805
(5-8pm)

TRUCK DRIVER/ YARD OPERATOR

JOHN CORBETT HARDWARE,
MAIN STREET CLOGHEEN, CO. TIPPERARY.
PHONE **052-7465232**

- ✓ Must have C license and CPC's up to date
- ✓ Delivering product to customers by van/lorry as required
- ✓ Handling and maintaining stock levels
- ✓ Forklift license would be an advantage
- ✓ Job would also be physically demanding
- ✓ Good housekeeping and work standards
- ✓ Knowledge of building materials

E mail on cv to
john2corbett@yahoo.com or
drop into the shop

CARER/COMPANION

REQUIRED

**For overnight stays with
elderly lady in the Cashel area.**

Accommodation provided.

Replies to Box No: 800

C/o The Nationalist, Queen Street,
Clonmel, Co. Tipperary.

The Nationalist
27/5/21



BUTTIMER

Engineering

We are hiring for the following positions:

- Project Engineers
- Metal Fabricators
- Mechanical Fitters
- Apprentices
- Junior Painter
- Junior Safety Officer

If interested please forward your CV to
hr@buttimer.ie or by post to Buttimer Engineering,
Cahir Business Park, Cahir, Co. Tipperary E21 W240

www.buttimer.com

CONSTRUCTION SITE MANAGER

PROJECT CONTROLS ASSISTANT/ JUNIOR PM

CONSTRUCTION FOREMAN

Great opportunity for person with
ambition and energy to full fill their potential.

Generous Terms and Conditions to
the suitable applicant.

CV's to be emailed to
peter@semiton.com or
contact **052-6123111**

OPERATIVE REQUIRED

For a Busy Drainage company

Safe pass required & Full driving licence.

Part time position flexible.

Experience an advantage but training will be given.

Good rates of pay based on experience.

Call Tom: **086-2550144**

Email: spotlessdrains@eircom.net

Munster Express



TRAMORE
MEDICAL CLINIC

We are currently recruiting for a full time Medical Administrator to join our busy multi-doctor practice.

Applicants for the position must have:

- The ability to work in a busy clinical environment.
- Good administrative skills and competent IT skills with attention to detail.
- Excellent communication & interpersonal skills.
- A strong work ethic with an understanding of patient confidentiality & discretion.
- Previous work experience working in a medical setting.

Please apply in confidence to accounts@tramoremmedicalclinic.ie with your CV & Cover letter.

Closing date: **10th June 2021**

O'BRIEN MOTORS

MOTOR MECHANIC REQUIRED

Full Time Position for qualified person with experience.
Excellent terms and Conditions.

Apply in writing only;

Giving full details to date to:

**O'Brien Motors, Ballytruckle Road,
Johnstown, Waterford**

Or email: info@obrienmotors.ie

Experienced

Structural Steel Fabricator/Welders

**required for busy structural steel
fabricator in the south east.**

C.V's to:

pryan@wallsteel.ie or call 087-9381443

Waterford News + Star
25/5/21



Supermac's
CORK RD., WATERFORD
opening soon!

RECRUITMENT OPEN DAY

Friday 28th May, 10am-8pm
Dooley's Hotel, Waterford

Roles Available

- Assistant Managers
- Supervisors
- Full Time Catering Staff

Please bring an up-to-date CV on the day

Supermac's



Tower
Hotel & Leisure Centre

WE ARE RECRUITING

Working in the Tower Hotel & Leisure Centre is more than just a job, it could be the start of your future career, offering training opportunities and career developments and preferred rates in all four Neville Hotel properties, there is no better time to apply...

We are recruiting for the following positions:
Duty Manager, Housekeeping Assistants, Receptionist, Bar and Waiting Staff, Sous Chef

Please email your CV to General Manager, Seamus O'Carroll
socarroll@thw.ie

The Mall, The Viking Triangle, Waterford, Ireland X91 VKE0
051 862 300 | www.towerhotelwaterford.com



HSS Hire

HSS Hire are looking for a:

Branch Sales Consultant

in their Six Cross Roads Business Park branch in Waterford.
Monday to Friday, every second Saturday.

Responsibilities:

- Assist Branch Manager in driving day to day sales growth
- Build strong customer relationships
- Maintain a high standard of branch presentation and service
- Overseeing the equipment within the branch
- Maintain professional standards of product knowledge
- Achieve and maintain stock levels and availability, carrying out testing of equipment as required
- Carrying out some cash handling
- Dealing with customers over the phone.
- Carry out other tasks and duties as required

Experience in a fast paced sales environment and customer service experience are required.
Driving license preferred but not essential.

Apply by sending CVs to:
ddoyle@hss.com



BARLO NISSAN KILKENNY

Due to continued growth and success we currently have a position in our Aftersales Department for a **Motor Vehicle Technician (Mechanic)**

WE ARE HIRING!

FULL-TIME QUALIFIED MOTOR TECHNICIAN

The ideal candidate must :

- Ideally have previous experience working with a Franchised Motor Dealer but not essential
- Candidates must be comfortable working in a team environment as well as having the ability to work on their own initiative
- Attention to detail is an essential attribute
- A full clean driver's license is essential
- Highly motivated
- Be positive and friendly with a professional work ethic

Interested candidates can send their CV to our Dealer
Principal Liam Martin, **Liam@barlokilkenny.ie**



Waterford & South Tipperary Community Youth Service

WSTCYS is a community-based youth organisation which places active youth participation, volunteerism and community development at the heart of our ethos

Applications are invited for the post of:

Community Drugs Worker with Cityside Community Based Drugs Initiative (Full-Time 39 hours p/w)

Cityside Community Based Drugs Initiative aims to support people living in Waterford Inner City, Northern Suburbs and Ferrybank to increase their awareness of drug related issues and to develop strategies to reduce the demand for drugs within their communities. The successful candidate will engage service users in a range of individual, family and community interventions with a view to supporting them around substance misuse in their lives and community. This project is funded by the HSE.

Suitable applicants for this post should have the skills and experience associated with working from a community development approach, supporting and working with volunteers and locally based youth and community groups.

Ideal candidates should be self-motivated, flexible, be able to relate to people, have excellent communication and organisation skills, work as part of a team, commit to working with youth and community groups and have an awareness of youth, community and drug related issues.

Applicants must possess a third level qualification in the area of youth and community work, addiction, health promotion or related discipline. Own transport is essential.

To apply please visit www.wstcys.ie for information on recruitment and request a Job Description and Application Form to jobs@wstcys.ie Closing date for return of applications by e-mail is 5:00p.m. on Tuesday 8th June 2021.

Short-listing will apply and a panel may be formed for future vacancies

We confirm that our organisation complies with The Governance Code for the Community, Voluntary and Charitable Sector in Ireland

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



Waterford News + Star
25/5/21



Ireland
Waterford

Mechanical Fitter Required

CANDIDATE PROFILE:

The ideal candidate will have served an apprenticeship and will possess both Junior and Senior Trade, with 2 to 3 year's practical experience in a medium/large industry. A team player with the ability to work with people and give technical advice where required is essential. Must be clearly focused on the safety and environmental elements of the plant, and work in co-operation with our departments.

DESCRIPTION

The successful candidate will be part of the maintenance team with responsibilities for preventative and breakdown maintenance and the related documentation of the maintenance carried out. **This role is based in ABP Waterford.**

RESPONSIBILITIES:

- To carry out start up checks on machinery throughout the plant on a daily basis.
- Ensure that all breakdowns are carried out swiftly and safely at all times.
- Ensure that all servicing and maintenance throughout the site is done in an efficient, safe and hygienic manner.
- Smooth running of the factory.
- Repairs, servicing and good maintenance of machinery.
- Work on refrigeration, plumbing and all breakdowns is carried out in a safe and tidy manner.
- To implement and follow the preventative maintenance schedule
- To ensure that records are completed.
- Other duties as assigned.
- The above job description is designed to give an appreciation of the main functions of the job. It is not intended to be exclusive or exhaustive.
- Refrigeration experience an advantage but not essential
- To ensure that the staff comply with the Company Health & Safety policy.

Please forward your CV to: Waterford.HR@abpireland.com



TRAMORE
MEDICAL CLINIC

We are currently recruiting for a
**FULL-TIME
Medical Administrator**
to join our busy multi-doctor practice

Applications for the position must have:

- The ability to work in a busy clinical environment.
- Good administrative skills and a competent IT skill with attention to detail
- Excellent communication & interpersonal skills
- A strong work ethic with an understanding of patient confidentiality & discretion
- Previous work experience working in a medical setting.

Please apply in confidence to
accounts@tramoremclinic.ie
with your CV & Cover letter.

Closing date: 10th June 2021

Waterford News + Star
25/5/21



WATERFORD AREA PARTNERSHIP CLG

WISHES TO RECRUIT A FULL TIME

COMMUNITY DEVELOPMENT WORKER



Waterford Area Partnership CLG is a leading dynamic organisation developing creative and innovative responses in delivering the Social Inclusion and Community Activation Programme (SICAP) for Waterford City & County. The person entrusted with the position will require strong skills in community development work, practical developmental skills with a background of working within the community and voluntary sector essential. Knowledge, or awareness of SICAP would be an advantage in supporting Waterford Area Partnership CLG to achieve programme requirements under our SICAP contract. As part of a SICAP team the successful candidate will be based in Co. Waterford and a flexible approach to working hours is required. Full Job Description is available on www.wap.ie

The successful candidate must have the following:

- Level 7 or higher qualification with an emphasis on community development or related field
- Minimum of 3 years' experience in either a voluntary or professional capacity
- Leadership and coordination skills with adaptable approach
- Strong administrative and computer skills in Microsoft Office, file management and CRM
- Excellent communication skills both verbal and written
- A keen understanding and awareness of social exclusion/anti-poverty work
- A high level of innovation, be energetic and self-starting
- A full, clean driving licence

The contract is to December 31st 2022 on a 35 hour week basis (flexible approach is required) with the primary base in Dungarvan.

To apply for the above position please forward a relevant Curriculum Vitae and letter of application no later than **3p.m. on Wednesday June 9th** to:

Ms Catherine Power

SICAP Team Lead

Waterford Area Partnership CLG

Westgate Park, Tramore Road, Waterford.

or via email to info@wap.ie

N.B: Candidates will be short listed on the basis of the letter of application and Curriculum Vitae. Late applications will not be considered.

Waterford Area Partnership CLG is an Equal Opportunities Employer

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.



Waterford & South Tipperary Community Youth Service

WSTCYS is a community-based youth organisation which places active youth participation, volunteerism and community development at the heart of our ethos

Applications are invited for the following posts:

Community Youth Worker
Farronshoneen Centre Project (35 hrs)

Community Youth Worker
Manor Street Youth &
Community Centre (32 hrs)

Based in Waterford City, both projects aim to enable the local community to identify and respond to the needs of young people through the development of a variety of youth work responses as part of an Integrated Youth Service..

Key responsibilities are to:

- Develop and extend existing programmes and responses with young people aged 10 to 24 years
- Increase the level of youth participation in the Project
- Recruit, train, support and work with volunteers to develop a community-led response

The projects are supported and funded through the Department of Children, Equality, Disability, Integration & Youth and Waterford Wexford ETB

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

To apply please visit www.wstcys.ie for information on recruitment and request a Job Description and Application Form to jobs@wstcys.ie

Closing date for return of applications by e-mail is
5pm on Tuesday 8 th June 2021

Short-listing will apply and a panel may be formed for future vacancies. We confirm that our organisation complies with The Governance Code for the Community, Voluntary and Charitable Sector in Ireland.

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



Waterford News + Star
25/5/21

Sonas
Together's Better



Sonas Nursing Home Melview are
currently recruiting for their newly
extended Nursing Home in Clonmel, Co.
Tipperary

We are delighted to be opening the next phase of the nursing Home & have positions available for;

- Assistant Person In Charge
- Physiotherapist
- Senior Staff Nurse
- Healthcare Assistants
- Multi Task Attendants
- Staff Nurses



To apply please contact
Recruitment Department:
recruitment@sonas.ie
Tel: 09064 71017
www.sonas.ie



Join our *family* of CAREGivers and
help make a *world* of difference



We are looking for *caring and compassionate*
people to help care for ageing adults in
Waterford City and County.

Home Instead offers its CAREGivers™:

- Highly competitive rates of pay
- Flexible hours to suit your lifestyle
- Free training before you start and throughout your career
- Great working environment with unrivalled support
- Free Personal Protective Equipment (PPE)

🌐 HomeInstead.ie/Waterford-Jobs
☎ 051 333 966
✉ recruitment.waterford@homeinstead.ie

Each Home Instead® Service office is independently owned and operated.

 **Home**
Instead.
To us, it's personal

Waterford Newsstar
25/5/21



Comhpháirtíocht Leader Waterford Leader
Phort Láirge Partnership

Lismore Business Park, Lismore, Co Waterford
Tel: 058 54646 Email: info@wlp.ie

Regional Network Implementation and Development Officer

MATERNITY LEAVE COVER



**SOCIAL
FARMING
IRELAND**

New Opportunities | Connecting People | Enhancing Lives

Waterford Leader Partnership Clg wishes to recruit a Regional Network Implementation and Development Officer for Social Farming to cover a maternity leave. The position will be for 9 months, commencing 5th of July 2021 until 31st March 2022 on a 30-hour, 4-day week, Monday to Thursday inclusive basis from 9.00am to 1.00pm and 1.30pm to 5.00pm. Hours over and above may be required from time to time. Subject to Government Guidelines, the work will be based from the Company's Lismore Office. The work requires someone with an excellent understanding of Health and Social Care Provision (Social Farming), and or Rural Development, and the issues pertaining to both the service users - project participants and farming families.

REQUIREMENTS:

- Third Level Qualification and or be able to demonstrate excellent Practical Project Management Skills
- Experience in health & social care and or rural community development and or social inclusion.
- Evidence of working in a collaborative manner across sectors including Social Care Services.
- Excellent Administrative Skills, I.T., Finance, etc
- Full clean driving Licence with own transport (travel covering South East region).

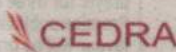
Full job spec - Please see WLP Clg Website www.wlp.ie

Closing Date: 2.00pm on the 11th of June 2021

SHORTLISTING MAY APPLY

Waterford Leader Partnership CLG is an equal opportunities employer.

An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine



Bowe O'Brien
Solicitors

LEGAL SECRETARY

We have an immediate need for an energetic person at our office in Waterford city. An ability to audio type, good computer and administrative skills with attention to detail is required. A good knowledge of general legal practice is preferable but the position might also suit someone who has completed a legal studies course and can adapt quickly to our legal office environment.

Please apply in confidence to:
william.obrien@boweobrien.ie

or
Bowe O'Brien Solicitors
ref. wob
1 Adelphi Quay
Waterford

Waterford News + Star

25/5/21

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





MSD
INVENTING FOR LIFE



MSD Carlow: a global network with endless opportunities

MSD Carlow is a world-class manufacturing facility, focused on formulating and filling vaccines and biologics products that improve and transform the lives of people across the world. The Carlow site plays a pivotal role in the manufacture of MSD's immuno-oncology treatment, and the sustained investment in Ireland empowers MSD Carlow to offer its team the opportunity to continuously grow, learn, invent and thrive.

We have a number of exciting vacancies across several levels for ambitious individuals with relevant experience within a highly regulated environment.

If you want to belong to a team that is committed to Inventing for Life, MSD Carlow would like to hear from you.

The Opportunities:

- Quality Assurance Specialist Manufacturing Support (Shift)
- Senior Quality Control Analysts
- Senior Validation Specialist & Manager Position
- Analytical Development Scientist
- Operations Manager
- Senior Bioassay Specialist

Visit jobs.msd.com/ireland to learn how you can Invent for Life.

KilKenny People
28/5/21

Experienced

Structural Steel Fabricator/Welders

required for busy structural steel
fabricator in the south east.

C.V's to:

pryan@wallsteel.ie or call 087-9381443

**RD Group are
currently recruiting
for the following ;**

- Fully Qualified Plumbers
- Fully Qualified Electricians
- General Operatives
- Office Administrator

**To join our fast paced &
expanding company.**

**Please forward CV to
recruitment@rdplumbing.ie
Or phone 056 4440874 ext 2
for more information**



MGM

Midland Grass Machinery

Midland Grass Machinery are
currently looking to employ a

MECHANIC / FITTER

The ideal candidate will be working from
our base at Attanagh, Co. Laois.

Interested applicants should forward a CV
to midlandgrassmachinery@gmail.com

Closing date for applications is the
25th June 2021

General Manager (Kilkenny City)

Ayrfield Medical Practice

Optimize Recruitment are partnering with Ayrfield Medical Practice to recruit an experienced **General Manager** to join their team on a permanent basis.

Established over 10 years ago, an innovative medical practice, synonymous with professional, welcoming services, Ayrfield Medical Practice is a 2,700 square meter primary care centre that houses a large GP practice, a pharmacy, a dentist, a coffee shop, large car parking facility and other healthcare practitioners.

The successful manager will be highly organised, have a proven record in management plus excellent communication skills.

Reporting to the board of directors, responsibilities of the role will include:

- Personnel Management & Human Resources
- Financial management & planning
- Property management and maintenance

Attributes of the successful manager will include:

- Excellent communication skills
- Excellent IT skills including: MS office suite
- Proven leadership & management skills
- Good understanding of budgets & finance management

This exciting opportunity would suit an ambitious individual who is a pioneer in their approach, with a proven track record of providing an innovative, successful management structure.

Full details available upon request.

For additional information and a confidential discuss on this opportunity contact

Gemma Butler in the strictest confidence on:

056 7786631 / Gemma@optimizerecruitment.ie

www.optimizerecruitment.ie

KilKenny People
28/5/21



A-May-zing Job opportunities

TITLE	LOCATION	SALARY
Management Accountant	Kilkenny	€35k-€45k+
Accountant (Industry)	Tipperary	€40k-€50k
Accountant (Practice) x3	South East	€Neg
Payroll Officer	Carlow	€Neg
Transport Planner	Kilkenny	€Neg
Production Manager	Tipperary	€Neg
Production Planner	Carlow	€40k+
Design Technician	Carlow	€28k+
Tech Customer Service Rep.	Kilkenny	€30k+
Sales Administrator	Kilkenny	€28k+
Inside Sales Rep.	Carlow	€30k+ Commission
Retail Shop Supervisor	Carlow	€Neg
Export Sales Rep. (French)	Kilkenny	€32k+
Technical Training Specialist	Tipperary	€40k+
Structural Design Engineer	South Tipperary	€35k-€50k+
Site Engineer	Naas, Co. Kildare	€40k-50k+
Quantity Surveyor	South East	€Neg
Procurement Officer	Kilkenny	€35k-€40k+
Pastry Chef	Kilkenny	€Neg
Chef de Partie	Kilkenny	€Neg
Hotel Duty Manager	Kilkenny	€30k+

Full details on the above and all job opportunities available upon request.

For additional information and a confidential discussion

contact the team in Optimize on:

056 7786631 / Careers@optimizerecruitment.ie

We are recruiting!

MLM
MICHAEL LYNG
MOTORS



We are looking for candidates to fill the following positions:

Qualified Technicians / Mechanics

2 Fully Qualified Motor Technicians required for a busy Servicing and Repairs department based in our Hyundai / Ford Workshop in Kilkenny.

- Qualification in Ford or Hyundai a distinct Advantage.
- Expertise in Diagnostics Essential.
- Enthusiastic, punctual and team player.
- Desire to be trained and developed to the highest level.
- Used to working in an environment where quality, efficiency and productivity are important.
- Full clean driving licence is essential.

Apply in writing with CV before June 8th to:
Neil Lyng, Michael Lyng Motors Ltd.,
Hebron Road, Kilkenny



HYUNDAI

www.lyngmotors.ie



BATHS & TILES

We are currently recruiting for
FULL TIME AND PART TIME
SALES ADVISOR
for our Kilkenny Show room

Are you a Team Player
Do you love to help people find
what they are looking for?

Send your CV to
Kilkenny@btw.ie

Kilkeany People
28/5/21



**WE'RE
HIRING**

PRL currently have opportunities for

Forklift Drivers & General Operatives

based in our South East facility in Kilkenny City.

This is an exciting opportunity to join PRL Logistics Solutions during a time of continued growth.

Why PRL?

PRL Logistics Solutions operate a comprehensive warehousing, distribution and freight-forwarding network, servicing the Irish, UK, European and US markets with tailor-made delivery solutions.

Working for PRL, we offer,

- Industry Leading Remuneration
- Pension
- Training
- Strong team culture
- Disability Cover

Applicants should email their CV to hr@prl.ie, including **Kilkenny Storesperson Vacancy** in the subject line. Or Post / deliver their CV to **HR Department, PRL Logistics, Talbots Inch, Freshford Road, Kilkenny, R95 KWH2**



Closing Date for applications: 30th May 2021

Kilkenny People
28/5/21

WE ARE RECRUITING



Working in the Kilkenny River Court Hotel is more than just a job, it could be the start of your future career, offering training opportunities and career developments and preferred rates in all four Neville Hotel properties, there is no better time to apply.

We are recruiting for the following positions:

Reception Staff, Food & Beverage Servers, Accommodation Assistants, Kitchen Porter, Bar Manager, Sous Chef.

Duty Manager role with an opportunity to progress to a Senior Management position for the right candidate.

Please email your CV to General Manager, Catherine McKnight
cmcknight@rivercourthotel.com

Kilkenny River Court Hotel, The Bridge John Street, Kilkenny, R95 Y1G4

A NEVILLE HOTEL



Comhpháirtíocht Leader Waterford Leader
Phort Láirge Partnership

Lismore Business Park, Lismore, Co Waterford

Tel: 058 54646 • Email: info@wlp.ie

Regional Network Implementation and Development Officer Maternity Leave Cover



Waterford Leader Partnership Clg wishes to recruit a Regional Network Implementation and Development Officer for Social Farming to cover a maternity leave. The position will be for 9 months, commencing 5th of July 2021 until 31st March 2022 on a 30-hour, 4-day week, Monday to Thursday inclusive basis from 9.00am to 1.00pm and 1.30pm to 5.00pm. Hours over and above maybe required from time to time. Subject to Government Guidelines, the work will be based from the Company's Lismore Office. The work requires someone with an excellent understanding of Health and Social Care Provision (Social Farming), and or Rural Development, and the issues pertaining to both the service users – project participants and farming families.

Requirements:

- Third Level Qualification and or be able to demonstrate excellent Practical Project Management Skills
- Experience in health & social care and or rural community development and or social inclusion.
- Evidence of working in a collaborative manner across sectors including Social Care Services.
- Excellent Administrative Skills, I.T., Finance, etc
- Full clean driving Licence with own transport (travel covering South East region).

Full job spec – Please see WLP Clg Website www.wlp.ie

Closing Date: 2.00pm on the 11th of June 2021

Shortlisting may apply. Waterford Leader Partnership CLG is an equal opportunities employer.



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine



CEDRA



**Leitrim
DEVELOPMENT
company**



Comhpháirtíocht Leader Waterford Leader
Phort Láirge Partnership

Night Porter

Greenway Manor Hotel - Waterford, County Waterford
Full-time, Part-time, Permanent

To work the hours of 23:00 to 07:00 4 nights per week. Bar experience essential. light cleaning of public areas. Telephone and some reception duties to deal with guest queries. Setting up rooms for functions and meetings.

Experience essential

Benefits:

- On-site parking
- Discounted/free food

Reference ID: NP/1

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

COVID-19 considerations:

PPE supplied. Sanitisation stations, Perspex barriers, Covid-19 training, Must wear mask

Experience:

- Night Porter: 1 year (required)

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



General Operative/Labourer

PJ Personnel Ltd - Bearn na Gaoithe, County Kilkenny
€18 an hour - Full-time, Temporary

PJ Personnel are recruiting for experienced general operatives for one of our leading clients in **Windgap Co.Kilkenny**

Candidates must hold the following to be considered for this role:

- Safe Pass
- Manual Handling
- Full Drivers Licence
- 3+ Years Construction Experience

If interested please call Kevin on 087-6865550 to discuss further or apply through the link provided with an up to date CV.

Job Types: Full-time, Temporary

Schedule:

- Day shift

Experience:

- Labouring: 3 years (required)

Licence/Certification:

- Manual Handling Certificate (preferred)

Safe Pass (required)

APPLY VIA WWW.INDEED.COM



General Labourer
Clonmel, County Tipperary
€17.97 - €19.37 an hour

We are looking for 3 skilled & experienced labourers for a construction site in Clonmel. Immediate start & excellent rates for the right candidates. .

Job Type: Full-time

Salary: €17.97-€19.37 per hour

Additional pay:

- Overtime pay

Benefits:

- On-site parking

Schedule:

- 10 hour shift
- Day shift
- Monday to Friday
- Overtime

Experience:

- Construction: 3 years (preferred)

Licence/Certification:

- CIF C19 online induction (required)
- Manual Handling Certificate (required)
- Safe Pass (required)

APPLY VIA WWW.INDEED.COM



General Farm Labourer

FRS Cahir - Carrick-on-Suir, County Tipperary

€12.25 an hour

Person required to help on a large dairy farm in the Carrick on Suir / Pilltown area.

No milking involved. Person will require experience in the farming area with regard to working farm machinery and working with livestock. Immediate start

Accommodation available on the farm if so desired.

Contract length: 3 months

Job Types: Full-time, Contract

Schedule:

- 8 hour shift

APPLY VIA WWW.INDEED.COM



Receptionist – Carrick on Suir

Hartley People Recruitment are seeking a Receptionist to join a busy well-known legal firm in Carrick on Suir. The successful candidate will have previous experience in a fast paced Front of House Admin role

Duties/responsibilities:

- Answering phone calls & redirecting where necessary
- Welcoming clients
- Responding to emails
- General administration duties
- Stationary order

The ideal candidate:

- Previous experience in a similar role
- Ability to work in strict confidence
- Excellent telephone manner, communication and interpersonal skills
- Ability to learn IT systems quickly
- Strong attention to detail
- Excellent customer service skills

Interested? Email your CV to **Lauren** in response to this job posting.

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

APPLY VIA WWW.INDEED.COM



etb
 Board of Education
 Further Education and Training
 Waterford and Wexford
 Education and Training Board

Training Opportunities for 2021 *Carrick-on-Suir, Clonmel & Waterford*

See also online courses available with the ETB

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
30th Aug 2021	Business Studies – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
Sept 2021	Employment Skills (QQI Level 4) – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
7th Sept 2021	Bread Pastry and Desserts(QQI Level 3) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
7th Sept 2021	Computer Literacy & Internet Skills (QQI Level 3) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
7th Sept 2021	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	10 Weeks – Part Time
7th Sept 2021	Home Repairs & Maintenance (QQI Level 4) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
7th Sept 2021	Horticulture (QQI Level 4) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
9th Sept 2021	Care of the Older Person (QQI Level 5) – BTEI	<i>Carrick-on-Suir</i>	8 Weeks – Part Time
13th Sept 2021	Spreadsheets (QQI Level 5) – BTEI	<i>Carrick-on-Suir</i>	10 Weeks – Part Time Evenings
14th Sept 2021	Information & Communications Technology (QQI Level 4) – BTEI	<i>Carrick-on-Suir</i>	32 Weeks – Part Time
Sept 2021	Early Childhood Care & Education(QQI Level 5) – BTEI	<i>Carrick-on-Suir</i>	30 Weeks – Part Time Evenings
21st June 2021	Traditional Stonewall Construction	<i>Clonmel</i>	24 Weeks – Full Time
6th Sept 2021	Training Delivery and Evaluation	<i>Clonmel</i>	10 Weeks – Evenings
4th Oct 2021	Medical Administration (Traineeship)	<i>Clonmel</i>	52 Weeks – Full Time
31st May 2021	MIG Welding	<i>Waterford</i>	5 Weeks – Evenings
31st May 2021	Manual Metal Arc Welding (EN Certified)	<i>Waterford</i>	5 Weeks – Evenings

14th June 2021	Welding Intermediate	<i>Waterford</i>	20 Weeks – Full Time
5th Jul 2021	Professional HGV Training Programme (Traineeship)	<i>Waterford</i>	30 Weeks – Full Time
19th Jul 2021	Essential Skills in Classic Car Restoration	<i>Waterford</i>	20 Weeks – Full Time
9th Aug 2021	Diploma in Women's & Men's Hairdressing	<i>Waterford</i>	39 Weeks – Full Time
6th Sept 2021	Infection Prevention and Control	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Barista & Bartending Skills Traineeship	<i>Waterford</i>	27 Weeks – Full Time
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
10th May 2021	Beauty Therapist Traineeship	<i>Waterford</i>	57 Weeks – Full Time
27th Oct 2021	An Introduction to the Pharmaceutical Industry	<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





QQI
Quality and Qualifications Ireland
Qualanta Coilteasta agus Coilteasta Eileann

TIPPERARY EDUCATION AND TRAINING BOARD

Back to Education Initiative

Part-Time Courses starting September 2021

CARRICK ON SUIR

PLSS Ref. Number	Course Title	QQI Level	Day(s) of Course	Time	Duration (weeks)	Start Date	End Date
307177	Bread, Pastry & Desserts 3N0522 Level 3	3	Tuesday	9.30 am - 12.30 pm	14	07/09/2021	14/12/2021
326981	Computers Level 3— Internet Skills 3N0931, Computer Literacy 3N0881	3	Monday & Tuesday	9.30 am - 1.00 pm	14	07/09/2021	15/12/2021
307180	Home Repairs & Maintenance 4N3774	4	Tuesday	9.30 am - 1.00 pm	14	07/09/2021	14/12/2021
306757	Information and Communications Technology 4M0855 Word Processing 4N1123, Communications 4N0689, Information Technology Skills 4N1125, Spreadsheets 4N1120 & Maths 4N1987)	4	Tuesday, Thursday & Friday	9.30 am - 1.00 pm	32	14/09/2021	27/05/2022
276243	Horticulture —Horticultural Tools & Equipment 4N0683; Safe Horticultural Practice 4N0719; Establishing Trees & Shrubs 4N0666	4	Tuesday & Wednesday	10.00 am - 1.00 pm	14	07/09/2021	15/12/2021
306730 Direct entry only	Early Childhood Care & Education 5M2009 (Evenings) - Early Childhood Education & Play 5N1773, Child Health & Well Being 5N1765, Approaches to Early Childhood Education 5N1763, Early Care & Education Practice 5N1770 THIS COURSE IS NOT AVAILABLE FOR ONLINE APPLICATION— ENQUIRIES TO: 052 6176755 / 085 8715474 / bwhelan@tipperaryetb.ie	5	Monday & Wednesday	6.30 pm - 9.30 pm	30	Sept 2021	June 2022
327032	Care of the Older Person 5N2706 - Healthcare Level 5 (Daytime)	5	Thursday & Friday	10.00 am - 1.30 pm	8	09/09/2021	05/11/2021
327029	Spreadsheets 5N1977 Level 5 (Evening course)	5	Monday & Wednesday	6.30 pm - 9.30 pm	10	13/09/2021	24/11/2021

* Contact

Annie Dalton (Employment Guidance officer) at the
Local Employment Service, Carrick-on-Suir for more details
Tel: 086-0358613 / 051-649516
Email: annie.dalton@WLP.ie



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Bord Oideachais agus
Oiliúna Thoirbraid Árann
Tipperrary Education and
Training Board

Business Studies

QQI Level 5

Start Date September 2021

Modules:

- Business Administration
- Work Experience
- E Business studies
- Accounting Manual and Computerised
- Marketing Practice
- Teamworking
- Insurance
- Word processing

LEARNING OUTCOMES:

The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work independently and under supervision in a range of business sectors and contexts and or to progress to further and or higher education and training.

Graduates of this course may also apply through the CAO and/or the Higher Education Links Scheme for entry to higher and advanced certificate and degree programmes at national Institutes of Technology, Technological Universities and Universities.

***If you are interested in this course please contact Annie Dalton
(Employment Guidance Office) at the Local Employment Service, Carrick-on-
Suir***

Tel: 086-0358613

Email: annie.dalton@wlp.ie



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Tipperary Education and
Training Board

Employment Skills

QQI Level 4

Start Date September 2021

Modules:

Communications · Customer Service

Teamworking · Career Planning

IT Skills · Retail Sales Techniques

Computer Applications · Work Experience

Workplace Safety · Entrepreneurial Skills

Retail Payment Procedures · Reception Skills

Maths · Bookkeeping and Accounts · Personal Effectiveness · Digital Media Technology

LEARNING OUTCOMES:

On completion of this programme learners will have acquired a broad range of generic skills which will enable employment, under direct supervision, in a variety of sectors, or progression to further education or training.

Graduates of this course may also apply through the CAO and/or the Higher Education Links Scheme for entry to higher and advanced certificate and degree programmes at national Institutes of Technology, Technological Universities and Universities.

***If you are interested in this course please contact Annie Dalton
(Employment Guidance Office) at the Local Employment Service, Carrick-on-
Suir***

Tel: 086-0358613

Email: annie.dalton@wlp.ie

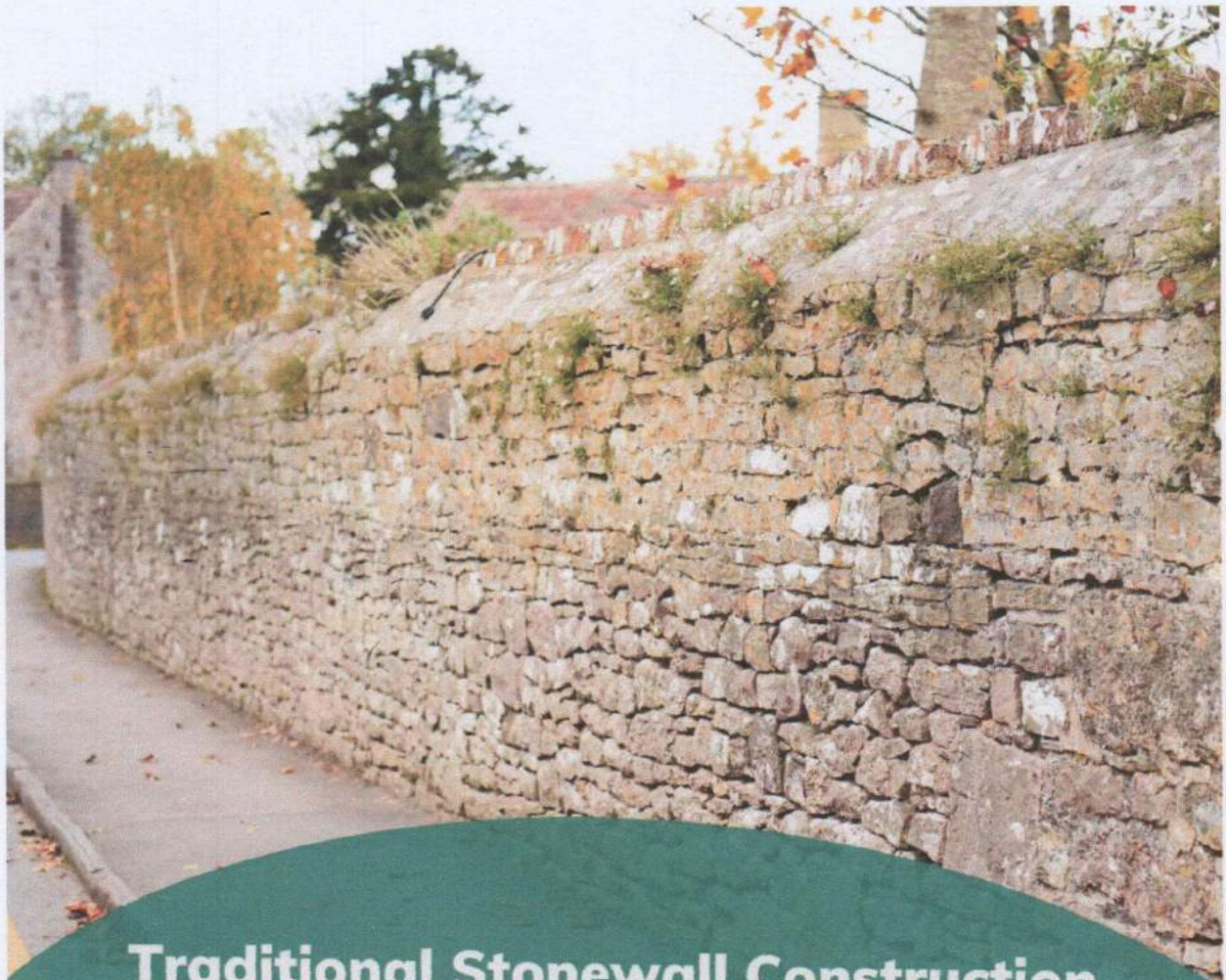
Traditional Stonewall Construction

course [#Clonmel](#), starts June 21st for 24 weeks.

Contact Annie Dalton @ the Local Employment Service for details of how to apply

Tel: 086-0358613 / 051-649516

Email: annie.dalton@wlp.ie



Traditional Stonewall Construction

Email courses@tipperaryetb.ie

Starts June 21st | Full time

Clonmel



etb

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Oiliaina Thiobraid Árann
Tipperary Education and
Training Board



QQI AWARD

DIGITAL MARKETING PROGRAMME

ONLINE QQI LEVEL 5

For Further Information, Please Contact:

Lorraine

 (052) 613 4333

 courses@tipperaryetb.ie



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Tipperary Education and
Training Board



 www.fetchcourses.ie **Commencement Date:**
www.tipperaryetb.ie **21st June 2021**




EUROPEAN UNION
Investing in your future
European Social Fund



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

SOLAS
An t-Ádhlac Oideachais agus Scileanna
Adult, Education and Training Authority







ICTC
IRISH COLLEGES
TRAINING CENTRE

***This is an online, day-time course, you will be required to attend live classes for the 6 week course duration.**

Class times are: 10.00-12.00 & 13.00-15.00 Mon-Fri*

Contact Annie Dalton – Employment Guidance Officer at the Local Employment Service, Carrick-on-Suir for more details on how to apply for the above course

Tel: 086-0358613 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****

Community Employment Scheme (CE)

Vacancies

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

Duties to include: Delivering training sessions three evenings and two mornings a week to young athletes within club and may be the school environments. Preparing and motivating young athletes for championships. Mentoring and supporting young athletes while supporting social inclusion. Maintain the athletic grounds by conducting daily grounds inspection check and removal of any objects found, litter clearing in and around sports field and surrounding ditches. Checking and clearing long jump pit on a regular basis. Keep the athletic track cleaned and maintained. To assist with track marking, bring out and in athletic equipment as needed. Other duties maybe required. No experience necessary, all training will be provided, you will be mentored and supported by the athletic coaches.

Maintenance Person CE Scheme - Sean Kelly Sports Centre

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.

Housekeeper CE Scheme – Sean Kelly Sports Centre

As part of the cleaning team the successful candidate will complete a range of both reactive and scheduled cleaning duties in order to ensure an excellent standard of hygiene is maintained throughout the facility. 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.

Parish Support Worker CE Scheme – Carrick-beg

General office duties within the Parish Office, administrative support to CE Scheme and some cleaning of the church if required.

Daycare Assistant CE Scheme – Carrick-on-Suir

Duties to include: assisting users with mobility problems. To set out tables and trays, serves meals, assist service users who need assistance with meals. To report changes in or concerns with any individuals. Help with activities that require use of arms and legs and require the whole body which can be a challenge to some clients. Dusting, polishing, and cleaning toilets and kitchen areas. Assisting with personal care. Applicants must supply suitable character references and be prepared to complete a Garda vetting application form.

Cleaner CE Scheme – Carrick-on-Suir

Cleaner required for Carrick-on-Suir. Responsible for cleaning a number of facilities i.e tennis club, snooker club, St Nicholas's Church. Duties: cleaning and supplying designated facility areas, dusting, sweeping, vacuuming, mopping and cleaning restrooms. Ironing cloths etc on social snooker tables.

Parish Secretary CE Scheme – Carrick-on-Suir (St. Nicholas' Church)

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

Maintenance Person / Groundsperson CE Scheme - Rathgormack Hiking Centre

Indoor and outdoor maintenance at Rathgormack Hiking Centre.

Maintenance Person / Grounds person CE Scheme -Clonea

Grass cutting and general maintenance at Clonea Graveyard.

Grounds and Maintenance Worker CE Scheme – Piltown

Duties to include grass cutting, strimming, weeding and litter control, shrub and hedge maintenance, driving tractor.

Kitchen Assistant CE Scheme – Owing

Preparation & presentation of cooked meals Maintain the kitchen area and all utilities To ensure refrigerators & kitchen presses are cleaned regularly To abide by all HACCP regulations To ensure canteen area is cleaned and tidied after breaks Checking stock supplies pertinent to work To ensure tea towels, cloths etc. are washed thoroughly and a clean supply always maintained Work on own initiative and as part of a team Attend training when required Any other duties assigned by manager Some weekend work.

Administrator CE Scheme – Piltown

Duties: Strong research skills, be able to work on your own initiative, ability to multi-task, typing, filing, telephone, keeping accurate records, file management, email and updating database. ECDL desirable.

***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***