

THIS WEEKS JOB VACANCIES

23rd June 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:***

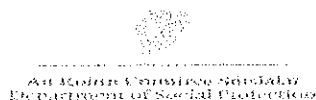
JOBSEEKERS CAN CONTACT US VIA:

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**



CAREER OPPORTUNITY



We Are Hiring



ELECTRICIANS

We are currently recruiting for

SMART Metering contract,
across **Tipperary**

To apply visit our website for further information

www.tli.ie/careers

The Nationalist
24/6/21



Ring a Link
1890 42 41 41

Ring a Link
Operating Rural
Transport Services
under LOCAL LINK
brand is looking for

MINI BUS DRIVER

Full time/Part time

For services in the Clonmel area, covering
Ardfinnan, Clogheen, Grange, Ballyporeen,
Ballylooby, Burncourt, Newcastle,
Goatenbridge, Knocklofty, Kilcorcan.

Min 1-2 years

Bus/Coach driving experience

Full Clean Irish Licence

Valid Digicard

Up to date with all CPC modules

Good track record.

Please send your CV via post or apply by email to
jackie.meally@locallink.ie enclose a copy of
your D or D1 licence and CPC card to the
address below.

Closing date for receipt of applications
Friday 9th July 2021

Ring a Link
Unit 4 Cillin Hill, Dublin Rd, Kilkenny

Rubycon Developments Ltd

Have vacancies for

5 BLOCKLAYERS

at Rossane, Cloneen, Clonmel, Co. Tipperary.

Duties blocklaying, bricklaying and
associated works.

Salary €30k p.a. 39 hr week.

2 yrs experience.

CV's to: rubycon365@gmail.com

Vee Valley Day Care Centre Clogheen
catering for the elderly

Vacancy exits for a Manager for the Centre

Interested candidates must have a keen
interest in care of the elderly and have a
good knowledge of accounting and pay roll.

Please apply in writing with your CV to
the secretary:

Margaret O'Dwyer, Ballyboy East, Clogheen,
Cahir, Co. Tipperary.

Closing date for applications is 9th July, 2021.



Godolphin

YEARLING GROOM POSITION

Godolphin Ireland is seeking experienced applicants for the role of yearling groom based at Ballysheehan Stud (Cashel) and Victor Stud (Golden).

This is a six month fixed term full-time hours position.

Experience with thoroughbred yearlings is essential.

Weekend work and overtime will be required as part of the role.

Godolphin Ireland offers a first-class working environment, with excellent opportunities to learn and develop new skills.

Please forward full C.V and references to bkelly@godolphin.com
REF: Ballysheehan-IE

The deadline for applications is
30th June, 2021



etb

Bord Oldeachais agus
Oiliúna Thiobraid Árann
Tipperary Education and
Training Board

TIPPERARY ETB

invites applications from suitably qualified candidates for the following posts:

ESOL PART TIME FURTHER EDUCATION TUTORS

Adult literacy

Numeracy/SEN: QQI Levels 1 – Levels 3

(16hrs P/W Tutor & Part Time Hrs)

Community Education

Irish Sign Language

Hourly rate of pay: €38.88 per hour
plus 8% holiday pay per hour.

Application Form, Job Description and Person Specification are available on www.tipperaryetb.ie

Closing date for receipt of completed application form is
12 noon on the 28th June, 2021.

Provision co-funded by the Government of Ireland and the European Union.



EUROPEAN UNION
Investing in your future
European Social Fund

The Nationalist
24/6/21

foh

Financial
Limited

FINANCIAL ADVISOR APPRENTICESHIP

CLONMEL

We are looking for an ambitious and talented individual who shows the potential to develop into a high performing business professional. This opportunity is a three-year fixed-term contract apprentice scheme that provides exposure to all aspects of our business, allowing you to develop your technical expertise as well as professional skills.

While on the programme, in addition to gaining on the job insurance experience, you will complete the insurance industry professional qualifications APA and CIP/QFA as well as a Bachelor of Arts (Honours) in Insurance Practice (Apprenticeship) which is Level 8 on the NFQ awarded by IT Sligo.

Financial Advisor Role

As an apprentice, you will gain in-depth knowledge of the Banking, Financial and Insurance market.

For more information see

<https://earnandlearn.ie/jobs/details/foh-financial-ltd-clonmel>

Minimum Entry Level Requirements:

Be 18 years of age or older

Mature students – if over 23 years there are no minimum educational requirements - documented interview required

FETAC Level 5 qualification holders*

Between 18 and under 23 years – Leaving certificate, minimum of 140 points to include two honours in higher level paper and passes in Maths and English/Irish with specific requirements on grades/levels

Application Process and Timelines:

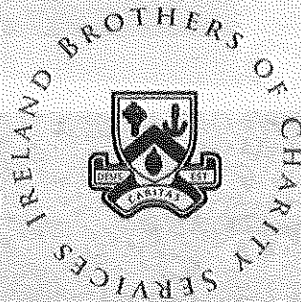
Application submission with CV to recruit@foh.ie

Application submission please submit by: 14/07/2021

Planned start date Aug 2021 to be confirmed

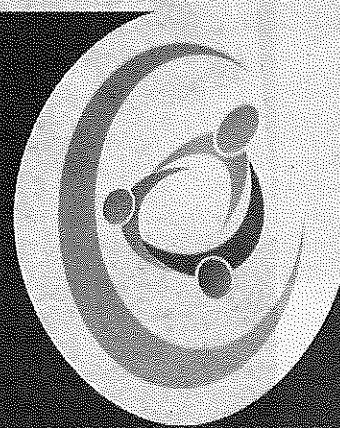
Applications by email only

Canvassing will result in automatic disqualification



JOIN OUR TEAM

CURRENT VACANCIES **IN THE SOUTH TIPPERARY** **SERVICES**



- **PERMANENT STAFF NURSES**
- **PERMANENT FULL TIME & PART TIME SUPPORT WORKERS**
- **LOCUM RELIEF SUPPORT WORKERS**
- **RESTRICTED LOCUM RELIEF (NO DRIVING LICENCE REQUIRED)**

Find out more on the full Job Descriptions & details on how to apply
by visiting: www.brothersofcharity.ie/southeast/



St Bernard's
children's services

CLERICAL OFFICER - GRADE IV (28HRS PW)

St. Bernard's is a voluntary therapeutic children's residential and Fostering Support Service which provides a unique and dedicated service to children and families. The service is based in Fethard, Co. Tipperary.

Description

We are looking to recruit a Clerical Officer, Grade IV (Part-time) for HR, Administration, Accounts and Payroll duties.

Eligible applicants must have:-

1. obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination; OR
2. have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction; OR
3. hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI); OR
4. have satisfactory experience as a Clerical Officer.

The ideal candidate will demonstrate the following competencies and skills:-

- Excellent administrative skills.
- Good level of IT Literacy in MS Word, Excel and Powerpoint.
- Experience in the administration of Payroll and Bookkeeping systems (Quantum, TAS and Advanced TMS packages).
- HR Administration experience – maintenance of personnel files, knowledge of GDPR and working knowledge of current employment legislation with compliance requirements.
- Excellent written, oral and interpersonal skills.
- Proven ability to interact with people in a positive, professional, and courteous manner.
- Proven ability to handle challenging and sensitive situations with tact, discretion, professionalism, and sensitivity.
- Proven ability to respond to competing demands and shifting priorities.
- Proven ability to liaise and work effectively and appropriately with all levels of the organisation and external stakeholders.
- Proven ability to work under pressure, completing tasks in a timely fashion to tight deadlines.
- Proven ability to organise own time effectively, prioritising own workload and setting realistic timescales.
- Willingness and ability to adjust to multiple demands and shifting priorities.
- Understand and adhere to the highest standards of confidentiality and professionalism.
- Demonstrates a commitment to providing a high level of customer service to internal and external customers.
- Committed to supporting organisational development and change.

All applications should include a cover letter and CV to the Director of Services, St. Bernard's Children's Services, Rocklow Road, Fethard, Co. Tipperary or by email to careers@stbernards.ie

Full job description available on request. Shortlisting will apply. The Department of Health & Consolidated Scales apply.

Closing Date for applications is **2nd July 2021**.



CANON HAYES RECREATION CENTRE

Optimal Fitness Lifestyle

Cashel Road, Tipperary Town, Telephone: 062-52022, Fax: 062-33140
Website: www.canonhayesrecreationcentre.com, E-mail: info@tipperarysportcentre.com

GENERAL MANAGER

Canon Hayes Recreation Centre
Tipperary Town, Co. Tipperary | Canonhayesapplications@gmail.com

The Canon Hayes Recreation Centre in Tipperary Town boasts a vast range of state-of-the-art health, fitness, and sports facilities. It was established in 1987 to offer the people of Tipperary town and surrounding areas the latest in health & recreation services to all sectors of the community.

We are inviting applicants for the position of General Manager of the Recreation Centre.

He/She appointed will have a strong commitment to the ethos and work of leisure management and will have outstanding leadership, communication, management capabilities with a strong business development background.

Selection Criteria:

To apply for this position, the ideal candidate would have the following abilities and experience.

- 3-5 years in a management role working within a fitness and leisure setting essential.
- Minimum Level 8 in Sport & Leisure Management qualifications to degree level desirable or equivalent QQI qualifications/managerial experience.
- A comprehensive knowledge and understanding of the health and fitness environment including regulations and other relevant compliance.
- It would be desirable that any applicant will have knowledge and understanding of good governance.
- Written and oral presentation skills.
- The ability to maintain and develop excellent working relationships.
- Excellent interpersonal, organisational, and time management skills.
- All applicants must be advised that Garda vetting will apply.
- The successful applicant must undergo a medical examination as a prerequisite to taking up the post.
- It would be desirable that the successful candidate will have adequate knowledge of grant application process.

Salary and conditions of employment:

Salary will be competitive and negotiable depending on experience and Qualifications.

Shortlisting will apply.

Candidates should apply, in confidence, **before 5:00 pm on the 25th June 2021**

Full job specification and all questions will be answered on request

Successful applicants will be advised of an interview date following closure of applications process

Late Submissions will not be accepted

Application deadline: **25/6/2021**

Expected start date: **26/7/2021**

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

Salary: **From €36,000.00 per year**

COVID-19 considerations:

All customers are required to wear a mask and social distance while on the premises

Sanitizers are available on entry and all patrons are asked to sanitize upon entry

Education: **Bachelor's (preferred)**

Experience: **Management: 3 years (preferred)**

Munster Express
22/6/21



We Are Hiring

We are currently recruiting for
a number of roles across the
company in the region:

Site Manager	Site Engineer
Insulation Installers	Carpenters
Plasterers	Electricians

tli GROUP

www.tli.ie/coreers

UPMC in Ireland is **HIRING.**

Due to UPMC's continued expansion in Ireland, we have vacancies across a number of areas, including:

- **Nursing**
 - Theatre Nurses Scrub & Anaesthetics
 - Surgical Staff Nurses
- **Administration**
- **Operations**
- **Radiology**
- **IT**

Our vacancies are located at **UPMC Whitfield Hospital**, Waterford, **UPMC Kildare Hospital**, Clane, **UPMC Aut Even Hospital**, Kilkenny and **UPMC's Global Technology Operations Centre**, Kilkenny.

Visit the careers section of our website for all available roles. www.upmc.ie/careers

UPMC
LIFE CHANGING MEDICINE

Waterford News + Star
22/6/21



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

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

BTEI COORDINATOR

FIXED TERM CONTRACT

from 01/09/2021 – 31/08/2022 covering a Career Break

INITIAL LOCATION: Adult Education Centre, Ozanam Street

Salary, Qualifications and Conditions of Service in accordance with the relevant regulations of the Department of Education and Skills.

Full details of the above position and application procedures are also available on our website
www.waterfordwexford.etb.ie/vacancies.

ADULT EDUCATOR

with initial assignment to the Adult Literacy Programme

SPECIFIC PURPOSE CONTRACT

with immediate start up to and including 12/12/2021.

INITIAL LOCATION: Dungarvan and West Waterford

Salary, Qualifications and Conditions of Service for the above post in accordance with the relevant regulations of the Department of Education and Skills.

Application via e-recruit can be made on our website
www.waterfordwexford.etb.ie/vacancies.

Full details are also available on our website
www.waterfordwexford.etb.ie/vacancies.

ADULT EDUCATOR

with initial assignment to the BTEI Programme

FIXED TERM CONTRACT

from 01/07/2021 – 30/06/2022 covering a Career Break

INITIAL LOCATION: Gorey

Salary, Qualifications and Conditions of Service in accordance with the relevant regulations of the Department of Education and Skills.

Application via e-recruit can be made on our website
www.waterfordwexford.etb.ie/vacancies.

Full details of the above are also available on our website
www.waterfordwexford.etb.ie/vacancies.

Meat Boner Required

Immediate start
for suitable applicant at

O'Flynn Meats

Gracedieu, Waterford

39 hours per week
with an annual wage of €27,500

For further information
and to arrange an interview please
send CV to:

darren@oflynnmeats.com

SPECIAL EDUCATION TEACHER
in Kilnamanagh Community National School
(Roll No. 13999J)

FIXED TERM CONTRACT
from 25/08/2021 – 30/06/2022 3 Hours Per Week

Kilnamanagh CNS is located in Oulart, Co Wexford and has a teaching staff of 2.
Salary, Qualifications and Conditions of Service in accordance with the relevant regulations of the Department of Education and Skills.

Full details of the above position and application procedures are also available on our website www.waterfordwexford.etb.ie/vacancies.

Applications are also invited from suitably qualified persons for the following positions:

YOUTHREACH RESOURCE PERSON
POSITIONS IN YOUTHREACH CENTRES

- **Waterford Youthreach:** Permanent Contract (37 hours per week) Resource Post with ability or training to deliver ICT and Communications, up to and including LCA Standard.
- **Dungarvan Youthreach:** Permanent Contract (18.5 hours per week) Resource Post with ability or training to deliver Social Education, up to and including LCA Standard. =

Salary, Qualifications and Conditions of Service for the above positions in accordance with the relevant regulations of the Department of Education and Skills.

Application via e-recruit can be made on our website
www.waterfordwexford.etb.ie/vacancies.

Full details of the above position are also available on our website
www.waterfordwexford.etb.ie/vacancies.

Shortlisting may apply. Canvassing will disqualify.

Signed: Human Resource Manager, Waterford & Wexford ETB,
Ardcavan Business Park, Ardcavan, Wexford. www.waterfordwexford.etb.ie

WWETB is an equal opportunities employer.

Waterford News
+star
22/6/21



BRILL FRC
FAMILY RESOURCE CENTRE

ParentChild+
Equal Possibilities From The Start

BRILL Family Resource Centre is currently seeking to appoint a:

ParentChild+ Coordinator

(20 hours per week; with the Potential to develop to a full-time position)

BRILL FRC is a Family Resource Centre for the communities of Ballybeg/Kilbarry, Larchville, Lisduggan and Manor St John in Waterford City. One of the programmes delivered by BRILL FRC is ParentChild+. The ParentChild+ home visiting programme is an evidence based, 'learning through play experience' for parents and their preschool children. It is designed to strengthen the natural bond between parent and child and to encourage a love of learning. It employs a non-directive approach and encourages the parent as the child's first and best teacher.

Knowledge, Skills & Experience required for the post:

- Four years' experience of working with young children and families in a relevant community setting or experience of working as a home visitor for ParentChild+ or other home visiting programmes.
- QQI level 7 in Early Years' Education and Care or other relevant qualification.
- Ability to train, supervise and support Home Visitors.
- Ability to work closely with marginalised families and have an understanding of the issues of marginalisation.
- Ability to operate as a team player in a cross disciplinary, integrated team, sharing roles and responsibilities.
- An energetic, confident and pro-active individual with strong interpersonal and communication skills.
- Excellent leadership, administrative and organisational skills. Good working knowledge of Microsoft Office.

This position can be applied for by using an Application Form only. No CVs accepted.
If you wish to apply, please email: community@brillfrc.ie to request an Application Pack.

The closing date for applications is **12 noon on Fri July 2nd 2021.**

Interviews will take place on **Monday 12th July 2021.**

Post holder to start **Mid-August 2021.**

BRILL FRC is an equal opportunities employer.



Waterford and South Tipperary Community Youth Service

W.S.T.C.Y.S. is a Community Based Youth Service Organisation serving young people, their families and their communities, placing active participation, volunteerism and community development at the heart of our ethos.

*Applications are invited for the following posts
with W.S.T.C.Y.S. Intercultural Health Hub:*

Community Health Worker (Full-time, fixed term 18 months)

Roma Health Advocate (Part-time)

Programme Refugee Health Advocate (Part-time)

Funded by H.S.E. Social Inclusion, South East Community Healthcare, the Intercultural Health Hub provides support for the Roma Community, Persons Seeking International Protection and Refugees to access health services and health information. This project serves Waterford City, Waterford County and part of South Tipperary.

Suitable candidates for these posts should have experience of working with new communities, preferably in the health related area. Candidates should have experience of working from a community development approach and of facilitating groups.

Applicants for the above post should have a 3rd level qualification in Community Development, social care or Youth and Community work. It is desirable that candidates have 3 years' experience, with a proven track record of working with Minority or Diverse Groups. It is desirable that candidates applying for Health Advocate posts have diverse language skills such as Arabic for working with Refugees, and Czech or Slovak for working with Roma. Own transport with a full licence is essential.

To apply please request a Job Description and Application Form from jobs@wstcys.ie

Closing date for return of applications by email is:
5.00pm Friday 2nd July 2021

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

First round interviews will be held on **9th July 2021**

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

Kilkenny People
25/6/21



Harding
STONEYARD

EXPERIENCED

TRUCK DRIVER

**REQUIRED BY
HARDING STONEYARD**

Gowran, Co. Kilkenny

Competitive rates paid.

Crane & Machinery experience of benefit.

Please send your CV to

Colette@stoneyard.ie

NICHOLAS MOSSE

IRISH COUNTRY SHOP

We are looking for a responsible full-time
SALES ASSISTANT
to join our shop and café staff.

You will need excellent interpersonal skills and
the ability to use your own initiative.

Experience and computer literacy is an advantage.

- Located 5 miles from Kilkenny City.
- Good working conditions.

Reply to Nicholas Mosse Irish Country Shop,
Bennettsbridge, Kilkenny.

Tel: 056 7727505 Email: accounts@nicholasmosse.com

Kilkenny based outdoors activities
company requires an experienced

**HEALTH & SAFETY
REPRESENTATIVE**

This is a Part-Time role and might suite a recently
retired health and safety manager or someone
working in health and safety consultancy.

The role will support our management team
in insuring the highest level of safety compliance,
risk assessment and documentation management.

You will have several years experience in health
and safety management and hold a recognised
professional qualification.

Interested candidate's should send their C.V. to
katpurcell@hotmail.com by July 7th

**Dalton House
Day Care Centre**

Gowran, Co. Kilkenny.

**GENERAL
OPERATIVE**
(30 hrs per week)

Experience in a kitchen/café
and knowledge of HACCP is
preferable but not essential as
full training will be provided

Send C.V.'s to:

The Manager, Dalton House,
Main Street, Gowran, Co. Kilkenny.

Or email:

info@daltonhouse.ie

Closing Date for Applications is 5/7/20

KILCARRIG QUARRIES IRELAND LTD

KILCARRIG, BAGENALSTOWN, CO CARLOW. Tel 059 9721617

CONCRETE DISPATCH ADMINSTRATOR

We are looking for a candidate to join our busy concrete dispatch
department. The role will involve taking customer concrete orders,
organising and dispatching deliveries using our computerised
dispatch system and will require a certain level of computer
and organisational skills.

Experience not essential however a knowledge of the building /
farming industry would be a definite advantage.

This is a full time position.

Competitive remuneration package for the right candidate.

Please send your CV via post or email to
accounts@kilcarrigquarries.ie

Kilkenny People
25/6/21

Kilkenny Vehicle Centre

Callan Road,
Kilkenny, Ireland



We are looking for candidates to fill the following positions:

QUALIFIED TECHNICIAN / MECHANIC

Fully qualified Motor Technician required for our busy servicing and repair department based at our Honda & Citroen garage Callan rd. Kilkenny.

- Expertise in Diagnostics
- Desire to be trained and developed to the highest level. (Master Technician)
- Full clean driving license is essential
- Ability to work on their own initiative and as part of a team

PARTS ADVISOR

Parts advisor required for our busy parts and aftersales department based at our Honda & Citroen garage Callan rd. Kilkenny.

- Maintenance of stock including processing parts, deliveries, orders and returns
- To have an excellent telephone manner with the ability to interpret the customers needs
- Motor trade experience would be a distinct advantage
- Have the ability to work on their own initiative and as part of a team
- Full clean driving license is essential

What you get in return: Competitive salary, Achievable bonus scheme and branded training

CV to bridget@kilkennyvehicles.com



Kilkenny Recreation & Sports Partnership wishes to recruit for the following positions:

OFFICE ADMINISTRATOR

Post Reference: KRSP OFFICE ADMIN

A 12-month full time fixed term contract position
to be based in Kilkenny City.

Part-time GOVERNANCE & FINANCE OFFICER

Post Reference: KRSP GFO

A 12-month part-time fixed term contract position to be based in
Kilkenny City.

Job descriptions and person specifications can be downloaded from
our website at www.krsp.ie by e-mail request to nicola@krsp.ie or
by calling 087 0516033.

To apply please submit a statement of suitability and CV marked
Ref: KRSP OFFICE ADMIN or KRSP GFO to
nicola@krsp.ie by 1pm Friday 2nd July 2021.

Shortlisting of candidates may apply based on the information supplied
at application. Canvassing will disqualify.

Interviews will take place in Kilkenny City or by virtual means in line with
Government advice in July 2021.

Informal enquires to Nicola Keeshan up to 2nd July at 087 0516033.

This post is subject to completion the Garda Vetting process
satisfactory to the Sports Partnership's requirements.

KRSP is an Equal Opportunities Employer

These posts are subject to Sport Ireland funding.





"Enabling people with an intellectual disability
to have full and meaningful lives through quality
person centred services in partnership with
families"

Delta Centre Residential Service is recruiting a

NURSE

to provide holistic, person-centred nursing care, promoting optimum independence, enhancing the quality of life for service users with intellectual, physical or sensory disability in all aspects of daily living.

- Be a Registered Nurse Intellectual Disability (RNID) with the Nursing and Midwifery Board of Ireland (NMBI) which is desirable.

or

- Be a Registered General Nurse (RGN) with the Nursing and Midwifery Board of Ireland (NMBI).

or

- Be entitled to be registered with the Nursing and Midwifery Board of Ireland (NMBI).

A copy of the Job specification is available from:

gary@deltacentre.org

Apply for this position by submitting a current CV and cover letter to: Delta Centre, Strawhall, Carlow
or email **gary@deltacentre.org**

Closing date for applications is Friday 2nd July 2021.

Kilkenny People
25/6/21

KILKENNY AGRI MACHINERY

General Manager

Kilkenny Agri Machinery require a General Manager to run a busy agricultural dealership which has been trading for over 20 years from our premises in Kilkenny and holds the agency for a number of prestigious brands such as

VALTRA, MCHALE, REDROCK, SMYTH, HORSCH & OTHERS.

The role will involve overseeing the day-to-day running of the dealership to achieve the targets and objective set by the owners.

Essential Duties

- Management of individual departments & staff to achieve sales objectives & target
- Liaise with suppliers to maintain and develop relationships
- Monitor and control stock levels of machinery and spare parts
- Ensure all health and safety standards are implemented

Preferred skills and qualifications

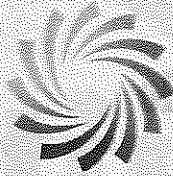
- 5+ years' experience in similar role
- In depth knowledge of agri machinery industry in both new & used sales and aftersales
- Excellent people management, communication & IT skills
- Ability to generate and present monthly reports
- Ability to manage budgets and cashflows
- Ability to grow customer base and overall turnover and profitability

Generous package plus benefits on offer to the right candidate.
Please respond by **July 9, 2021** with your CV and covering letter
by email to **info@coughlancarroll.com**

or by post to

**Coughlan Carroll & Co,
Drishane House, Old Callan Road Kilkenny**

Kilkenny People
25/6/21



etb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Applications are invited from suitably qualified persons for the following positions in the Further Education and Training Service within **Kilkenny and Carlow Education and Training Board**.

Community Education Facilitator

FIXED TERM CONTRACT

**(Initial Duties: Learning and
Professional Development Co-ordinator)**

Ref: 2021JUN065

We are seeking a Community Education Facilitator to co-ordinate KCETB's Technology Enhanced Learning/Digital Learning Strategy and staff professional development.

Applicants should have:

- A relevant third level qualification
- Experience in ICT and technology enhanced learning
- Excellent communication, teamwork and organisational skills

Adult Education Guidance Counsellor (Two Posts)

**1 X PERMANENT CONTRACT and
1 X FIXED TERM CONTRACT (3 DAYS PER WEEK)**

Ref: 2021JUN066

We are seeking highly committed Adult Guidance Counsellors to deliver information and guidance counselling programmes/services to our wide and varied adult client base.

Applicants should have:

- A recognised professional guidance qualification
- Experience in the area of guidance counselling
- Excellent communication, teamwork and organisational skills

Application form and further details are available on our website: www.kcetb.ie

**Completed application forms should be submitted no later than
12 noon on Friday, 2 July 2021.**

*Late applications will not be accepted.
Shortlisting will apply.*

Kilkenny and Carlow ETB is an equal opportunities employer.



Rialtas na hÉireann
Government of Ireland

SOLAS
learning works

Kilkenny People
25/6/21

Job description

Kilkenny based company currently have a vacancy for a

FULL TIME

PERMANENT OFFICE ADMINISTRATION PERSON

This is an office-based role,
Monday to Friday 9.00am to 5.30pm.

We are seeking candidates with good administrative skills and
with proficiency in MS Word and Outlook.

The candidate should be organised, have good attention to detail and
excellent communication skills.

Duties will include dealing with incoming/outgoing calls,
managing emails, and using a scheduling software package.

Candidates need to be self-motivated and have the ability to
communicate effectively with management, staff and service users.

A personable phone manner and fluent English is essential.

Previous experience in a similar role would be beneficial however,
is not essential as full training will be provided.

Please send your CV to hilaryandbrianb@gmail.com

Closing dates for applications is Wednesday 30th June 2021.

Reference ID: OSM2008

Application deadline: 30/6/2021 | Expected start date: 12/7/2021.

Job Types: Full-time, Permanent

Kilkenny People
25/6/21



Career Opportunities

Archersrath Nursing Home, Kilkenny

This is an opportunity to make a difference and join our professional team dedicated to the delivery of the highest standard of care to our residents

We are currently recruiting for

Senior Staff Nurses

Healthcare Assistants

Applications to be sent by email to

archersrathnursinghome@mowlamhealthcare.com

Mowlam Healthcare is an Equal Opportunities Employer

Apply Via Jobs.ie

JOBSEEKER LOGIN OR REGISTER | EMPLOYER

FIND A JOB FIND A COURSE JOB TALK ADVERTISE A JOB

Q Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)



Sales Person (full-time)

Harvey Norman

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Contract | Full Time

🕒 Today



Apply Now

Description	Company Details
<p>Welcome to a different kind of sales role and a different kind of company.</p> <p>Ranked as one of Ireland's best workplaces, by 'Great Place to Work', Harvey Norman, is a high-profile, leading-edge retail brand with over 289 stores worldwide selling furniture, bedding, electrical and computer goods. With 17 stores in Ireland, we are growing, and have plenty of opportunities for talented people. If you think you have what it takes to thrive in a dynamic retail environment, we want to hear from you.</p> <p>ABOUT THE JOB:</p> <p>This is an exciting opportunity to grow your retail sales career and experience unlimited earning potential in an innovative, team-orientated environment.</p> <p>Our sales professionals have a passion for our products, keep our customers at the heart of everything they do and have an entrepreneurial spirit. With "best in class" internal training programmes in areas such as sales, product knowledge and leadership, we support our employees throughout their journey of personnel development.</p> <p>We offer a positive, optimistic and fun place to work where colleagues become friends, great people and great teams are recognised and milestones are celebrated.</p> <p>YOUR JOB:</p> <p>The role of Sales Person in Harvey Norman is to maximise sales and profit by meeting the needs of the customer. A successful salesperson has excellent product knowledge, provides outstanding customer service, creates a great shopping experience for the customer, and is above all else dedicated to the craft of selling. This role is crucial for making Harvey Norman a great place to shop.</p> <p>Please be assured that here at Harvey Norman we have implemented new health and safety measures, in line with the social distancing guidelines, to protect our staff and our customers.</p> <p>Let's stay safe together.</p>	

Pg 1 of 2

YOUR PROFILE:

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

YOUR QUALIFICATION & EXPERIENCE:

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

WHY PEOPLE JOIN US:

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

Additional Information:

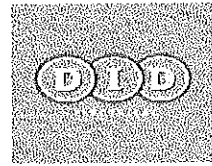
- This is a fixed term contract. We need employees to be flexible about when they work, covering store opening hours, including days, evenings, weekends and public holidays.
- In these unusual times, we are all having to adapt to how we live and here at Harvey Norman, it's no different. So your interview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

Skills:

Sales Customer Service Target Driven

Apply For This Job

You are just a few steps away



Full-Time, Sales Advisor, Clonmel

DID electrical
€10.20 an hour

We are currently recruiting for a Full-time Sales Advisor for our busy store in Clonmel, Tipperary. The candidate is required to be full flexible to cover daytime, evenings and weekends. A background in a KPI environment is preferable. The aim of this role is to deliver the D.I.D Electrical Core purpose of excellent customer service in order to ensure that individual and branch sales targets are achieved.

Sales and customer service

- To ensure that individual and branch sales targets are achieved.
- To provide excellent pre and after sales service to our customers.

Merchandising

- Maintain the branch in excellent merchandising condition.
- Re-stock shelves when necessary.
- Maintain assigned section in the branch.
- Preparation of the store for stock take.
- Getting stock ready for branch transfers.
- Stock delivery and branch stock transfer duties.

Security

- To be vigilant at all time, following all company security procedures.
- Liaise with the management team and contact them with any security issues.

General

- Assist management in monitoring product lines.
- Process web orders and deal with customer queries on our online portal.
- Be aware of competitor activity and communicate same.
- Be constantly informing yourself of product knowledge and innovation in new lines.
- Attend company training sessions.
- Update pricing daily as per company memo.
- Follow all health and safety guidelines as directed by the company
- Educated to Leaving Certificate Standard with an emphasis on Numeracy and Literacy skills
- Ability to deliver exceptional customer service.
- Ability to learn a comprehensive product knowledge based on product range
- PC literate

Additional pay: Commission pay

Schedule:

- Monday to Friday
- Weekend

APPLY VIA WWW.INDEED.COM

Experienced Administrator

Glenpatrick Spring Water - Clonmel, County Tipperary

Full-time, Permanent

Glenpatrick Spring Water are currently recruiting for an Administrator to join the Business Support Department.

Reporting to the Business Support Manager you be part of an integral team. This role would suit a High Energy and Dynamic person with a good level of Administration and Computer experience.

Monday- Friday (8/4.30pm)

Duties may include but are not limited to:

- Generation of Quotations/Purchase Orders/Approval requisitions
- Cross referencing of Invoices and Receipt Dockets
- Chase up with suppliers on deliveries
- Stock checks and Database Management
- Covid Compliance Inductions/Auditing
- Metrics and KPI Management
- On the Floor Checks and Audits to meet Business obligations
- PPE and consumables allocation
- Assist the Business Support Manager to drive a culture of continuous improvement across the Company through various Initiatives and Projects
- General Administration and support

SKILLS/QUALIFICATIONS/EXPERIENCE

- Ability to Multitask.
- Efficient, Organised and a good Communicator
- Good level of Administration experience.
- Excellent Computer skills / Microsoft Packages.
- High Energy and Highly Focused

Application deadline: 19/7/2021

Expected start date: 5/7/2021

Benefits:

- On-site parking

Education:

- Leaving Certificate (preferred)

Experience:

- Office or administration: 2 years (preferred)

APPLY VIA WWW.INDEED.COM

Clerical Officer - Grade IV
St Bernards Childrens Services - Fethard, County Tipperary
€27,563 - €44,773 a year - Part-time, Permanent

St. Bernard's is a voluntary therapeutic children's residential and Fostering Support Service which provides a unique and dedicated service to children and families. The service is based in Fethard, Co. Tipperary.

Description

We are looking to recruit a Clerical Officer, Grade IV (Part-time) for HR, Administration, Accounts and Payroll duties.

Eligible applicants must have

1. obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination; **OR**
2. have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction; **OR**
3. hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI); **OR**
4. have satisfactory experience as a Clerical Officer.

The ideal candidate will demonstrate the following competencies and skills: -

- Excellent administrative skills.
- Good level of IT Literacy in MS Word, Excel and Powerpoint.
- Experience in the administration of Payroll and Bookkeeping systems (Quantum, TAS and Advanced TMS packages).
- HR Administration experience – maintenance of personnel files, knowledge of GDPR and working knowledge of current employment legislation with compliance requirements.
- Excellent written, oral and interpersonal skills.
- Proven ability to interact with people in a positive, professional, and courteous manner.
- Proven ability to handle challenging and sensitive situations with tact, discretion, professionalism, and sensitivity.
- Proven ability to respond to competing demands and shifting priorities.
- Proven ability to liaise and work effectively and appropriately with all levels of the organisation and external stakeholders.
- Proven ability to work under pressure, completing tasks in a timely fashion to tight deadlines.
- Proven ability to organise own time effectively, prioritising own workload and setting realistic timescales.
- Willingness and ability to adjust to multiple demands and shifting priorities.

- Understand and adhere to the highest standards of confidentiality and professionalism.
- Demonstrates a commitment to providing a high level of customer service to internal and external customers.
- Committed to supporting organisational development and change.

All applications should include a cover letter and CV to the Director of Services, St. Bernard's Children's Services, Rocklow Road, Fethard, Co. Tipperary or by email

Full job description available on request. Shortlisting will apply. The Department of Health & Consolidated Scales apply.

Reference ID: CLER-JUN

Part-time hours: 28 per week

Application deadline: 2/7/2021

Job Types: Part-time, Permanent

Salary: €27,563.00-€44,773.00 per year

Benefits:

- On-site parking

Schedule:

- 8 hour shift Monday to Friday

APPLY VIA WWW.INDEED.COM

Security Officer

Ace Security - Clonmel, County Tipperary

Full-time, Part-time

Urgently needed

Ace Security has a vacancy for one full time and one part time security officer in the Clonmel area. You must be honest, reliable, able to work on own initiative and preferably have a full driving licence.

A current PSA licence is essential.

Job Types: Full-time, Part-time

Schedule:

- 10 hour shift
- 12 hour shift

Language:

- English both written and spoken (required)

Licence/Certification:

- PSA licence (required)

APPLY VIA WWW.INDEED.COM

Retail Assistant

Screwfix - Waterford, County Waterford

€11.36 an hour - Part-time, Permanent

Overview

You'll be at the core of Screwfix, making sure our customers are the heart of everything we do. You'll take your time to really get to know them whilst delivering genuinely great service. Our Retail Assistants are vital to the running of a store, so you'll always be kept busy. And with the help of our excellent training programmes, you'll be on the right track for a promising career with us!

Key responsibilities

WHAT'S IT LIKE TO BE A RETAIL ASSISTANT?

- **Host** – you'll welcome customers into your store, understand what they need, guide them to the right products, and make it super easy for them
- **Warehouse standards** – you'll assist with deliveries, maintaining product stock, collecting customer orders and keeping standards high
- **Part of the team** – you'll join a team who take pride in their store, work together and have lots of fun along the way!

Want to know more? Check out a day in the life of a ROI Trade Counter video

Required skills & experience

YOU ARE...

- Amazing at giving great service, with a positive can-do, no-nonsense approach
- Prepared to work hard and make the most of our training
- A great communicator who loves to help people
- Willing to learn, you don't need retail experience to succeed
- Friendly, flexible, reliable, honest and enthusiastic!

WHAT'S IN IT FOR ME?

Joining Screwfix means joining a growing team – full of support, opportunities, and fun! We offer a competitive salary, 29 days' holiday, 20% discount with Screwfix and B&Q, discounted healthcare and company share save schemes. With excellent training and ongoing development, we'll also help you be the best you can be.

About Screwfix

We're Screwfix and we're proud of it. We're proud of where we've come from, what we've achieved and our ambitions for the future. But more than that – we're proud of

who we are. We're 12,000 people each with our own stories to tell. We don't have a type and we like it that way.

If you join us, you'll be joining a true market leader and one of the fastest growing retailers in the UK and Ireland with over 700 stores. Your growth will also be critical to us, and we'll support you to reach your potential and achieve your ambitions, no matter what they are.

We're also a true leader in the E-Commerce industry, and part of the 77,000 people strong Kingfisher PLC Group alongside big names such as B&Q, Castorama and Brico Depot. Join our team and become a part of #LifeAtScrewfix!

- Find out more about us at screwfixcareers.com or email careers@screwfix.com for any queries
- Follow us and find out more on our LinkedIn, Instagram & Twitter page
- Apply – Upload your CV and complete your application

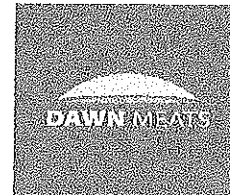
Please note, this advert may close early if the appropriate number of applications has been reached.

- Our hourly rates may include a location allowance which is reviewed annually and may change.

Our policy is to employ the best qualified people and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of gender, race, ethnicity, age, sexual orientation, religion, belief or disability.

If you require any additional support or adjustments to help you make an application, please contact us at careers@screwfix.com

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



General Operative

Dawn Meats - Carroll's Cross Roads, County Waterford
Permanent

Company: Dawn Meats

Job Title: General Operative

Location: Carroll's Cross, Kilmacthomas, Waterford

Position Type: Permanent

Role Summary:

Dawn Meats are looking to recruit General Operatives to join the team at our Carroll's Cross facility in Co. Waterford

The successful candidate will be based at our production plant and will:

- Work as part of a team in the factory, packing meat cuts and trims to customer specification on a paced production line to fulfil production targets on a daily and weekly basis
- Assist in the production area & provide support to the production team
- Work in all areas of the factory
- Keep good housekeeping standards in all areas
- Keep up to date knowledge of all products
- Keep up to date with all training to ensure you are trained to complete your day to day role
- Follow work instructions in all areas
- Ensure you comply with Health & Safety regulations
- Ensure all data to be recorded is accurate and up to date
- Ensure quality guidelines are followed for all areas
- Undertake flexible working hours to meet deadline

The ideal Candidate will have or demonstrate:

- Entry level, semi-skilled & advanced positions available
- An ability to work to deadlines
- An ability to work on own initiative
- Interested in future development & progression.

Successful candidates will need to be able to work a shift pattern of days and evenings on a bi-weekly rotation.

APPLY VIA WWW.INDEED.COM



etb
EDUCATION AND TRAINING BOARD
FOR THE SOUTH-EASTERN REGION

***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
6th Sept 2021	Training Delivery and Evaluation	<i>Clonmel</i>	10 Weeks – Evenings
14th Sept 2021	Quality & Good Manufacturing Practice	<i>Clonmel</i>	10 Weeks – Evenings
4th Oct 2021	Medical Administration (Traineeship)	<i>Clonmel</i>	52 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
6th Sept 2021	MIG Welding	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Welding	<i>Waterford</i>	22 Weeks – Full Time
6th Sept 2021	Manual Metal Arc Welding (EN Certified)	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Delivery Driver (B Licence)	<i>Waterford</i>	9 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
7th Sept 2021	Training Delivery & Development	<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
20th Sept 2021	Construction Ground Work Skills	<i>Waterford</i>	10 Weeks – Full Timea

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





Quantity and Qualifications Standard
 Faculty of Education, University of Alberta

Back to Education Initiative

CARRICK ON SUIR

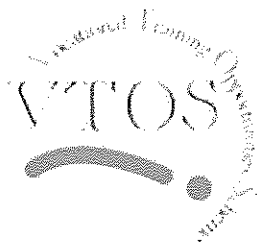
PLSS Ref. Number	Course Title	QQI Level	Day(s) of Course	Time	Duration (weeks)	Start Date	End Date
307177	Bread, Pastry & Desserts 3N0522 Level 3	3	Tuesday	9.30 am - 12.30 pm	14	07/09/2021	14/12/2021
326981	Computers Level 3— Internet Skills 3N0931, Computer Literacy 3N0881	3	Monday & Tuesday	9.30 am - 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	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	5	Monday & Wednesday	6.30 pm - 9.30 pm	30	Sept 2021	June 2022
Direct entry only	THIS COURSE IS NOT AVAILABLE FOR ONLINE APPLICATION— ENQUIRIES TO: 052 6176755 / 085 8715474 / bwhelan@tipperaryetb.ie						
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

Local Employment Service, Carrick-a-Suir for more details

Tel: 086-0358613 | 051-649516

Email: annie.dalton@WLP.ie



SOLAS
learning works



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:

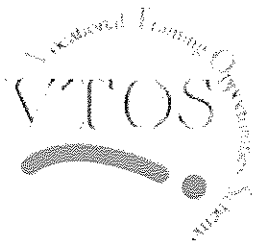
The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work independently and under supervision in a range of business sectors and contexts and or to progress to further and or higher education and training.

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



SOLAS
learning works



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

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

Receptionist CE Scheme - Sean Kelly Sports Centre

You will be at the front desk of the Sports Centre and will be responsible for ensuring visitors feel welcome. Duties include: To take all bookings (phone, email and in person) for Sports Facilities, ensuring accurate bookkeeping and time/space management at all times. To receive payment and issue receipts for the use of sports facilities. To co-ordinate all centre users in relation to the use of the facilities. To carry out daily reconciliation and handle cash ensuring all monies are recorded accurately. To answer all enquires relating to the sports centre promptly, ensuring the highest standards in customer service at all times. To deal with all administrative duties relating to sports and recreation. To update Facebook and timetables on a regular basis. In addition, undertake such duties as may reasonably be requested that appropriate with the nature of the post. To maintain a clean a safe Reception area. Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Administrator/ Office Assistant CE Scheme – CRC Community Employment, Carrick-beg

General office administration including bookkeeping for the CE scheme and other administrative supports to the CE scheme.

Caretaker CE Scheme, Community Hall, Carrick-beg

General caretaking duties including opening and closing the Hall for community activities, cleaning and maintenance work for the hall.

Cleaner CE Scheme, St. Molleran's Church, Carrick-beg

Cleaner required for St Mollerans Church Carrick Beg , general cleaning duties in the church

Maintenance Person / Grounds person CE Scheme - Carrick on Suir Golf Club

General Grounds work at the Golf Club including maintaining the bunkers, hedge trimming.

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.

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.

Maintenance Worker CE Scheme – Rathgormack

Grass cutting and general maintenance in GAA club.

Caretaker CE Scheme, Portlaw

Job entails being caretaker of GAA Club Grounds which includes grass cutting, pitch lining, weed control, painting, club house maintenance, cleaning and keeping grounds to a high standard.

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.

Grounds and Maintenance Worker CE Scheme- Piltown

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

Grounds and Maintenance Worker CE Scheme - GAA Complex 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.

***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***