

JOB VACANCIES & FREE TRAINING COURSES

WEDNESDAY 23RD JUNE 2021

THIS JOB PACK IS ALSO AVAILABLE ONLINE WEEKLY AT WWW.WLP.IE

PLEASE SELECT JOBSEEKERS TAB

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

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

PHONE: 058 44077

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

Email: WESTWATERFORD.LES@WLP.IE

DUNGARVAN & LISMORE *LOCAL EMPLOYMENT SERVICE*

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

LOCAL EMPLOYMENT SERVICE

SUPPORT SERVICE FOR THE UNEMPLOYED

WORKING UNDER CONTRACT FOR THE DEPARTMENT OF SOCIAL PROTECTION

LIKE US ON FACEBOOK ~ COUNTY WATERFORD LES



An Roinn Coimirce Sóisialaí
Department of Social Protection



Comhpháirtíocht Leader
Phort Láirge

Waterford Leader
Partnership



SITUATIONS VACANT

DUNGARVAN OBSERVER | Friday, 25 June, 2021

Telephone: (058) 41205 / 42042 | e-mail: adverts@dungarvanobserver.ie | Deadline for all adverts is 12.00 noon each Tuesday

Childminder

REQUIRED FOR 11 YEAR OLD CHILD

Stradbally Area

Three afternoons a week to end of July.
Three afternoons a week beginning from September onwards.

Also some light housework.

Preference for car driver, but not essential.

Reply with experience by text to:

086-0440007

(25-6)

Scoil Gharbháin: Seisiún Iar-Scoile

Cúntóirí ag teastáil don Seisiún Iar-Scoile. Is poist pháirtaimseartha iad seo, ar chonradh de thréimhse áirithe ama – Meán Fómhair 2021 – Meitheamh 2021, 10 uair sa t-seachtain ar a laghad.

Sonraíocht an Iarrathóra:

- Gaeilge de chaighdeán ard, scrúdófar í seo le linn an agallaimh.
- Taithí i suíomh chúram leanaí
- Cur chuige páiste lárnach
- Eolas ar rialacháin agus reachtaíocht maidir le Cúram Leanaí.
- Scileanna maithe cumarsáide
- Sásta uaireanta solúbtha a oibriú

Seol d'iarratas i bhfoirm cv chuig Katrina Ní Bhroin, Bainisteoir, Seisiún Iar-Scoile, Scoil Gharbháin, Clais na Lachan, Dún na Mainistreach, Dún Garbhán, Co. Phortláirge. Roimh nó ar an 28/06/2021.

Is fostaitheoir Comhionannas deiseanna é Bord Bainistíochta Scoil Gharbháin

(2-7)

POSITION AVAILABLE

General Admin & Paperwork

PART-TIME POSITION AVAILABLE

No experience necessary – all training done in-house

Put Ref: "Admin" on front page of CV.

CVs to: i eye opticians, 1 High Street, Dungarvan

PIG STOCKPERSON

Ashleigh Farms are looking to grow their team by recruiting a pig stockperson for their farm close to Dungarvan.

An ideal candidate will have some experience in working with livestock and will be willing to learn a new role with the ambition to progress within the company. The role will involve pig husbandry, monitoring and treating pigs, inputting data into a computerised system and working well within a team to achieve very high production and welfare standards.

To apply for this progressive and fulfilling role please email your CV to info@ashleighfarms.ie

(2-7)

FITTED KITCHEN COMPANY IN EAST CORK / WEST WATERFORD AREA

SEEK THE FOLLOWING

Book-keeper

FLEXIBLE AND PART-TIME

Experienced Staff

IN THE FITTED KITCHEN INDUSTRY

To work in a modern workshop in the areas of manufacturing and installation

Mobile: 089 2771828

Email: Fittedkitchens1@yahoo.com

POSITION AVAILABLE

Customer Service & Sales Assistant

FULL-TIME/PART-TIME POSITION AVAILABLE

No experience necessary – all training done in-house. Ability to offer outstanding customer service essential.

In a cool chilled easy-going environment.

Put Ref: "Sales" on front page of CV.

CVs to: i eye opticians, 1 High Street, Dungarvan

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

Citizens Information

Do you need support?

- Applying for a Social Welfare Payment
- Understanding if you're entitled to a Payment
- Or any other help with Public Services Information/Advice

While we are unable to present to offer appointments at our office, Dungarvan Citizens Information Service are here to answer your calls and emails and look forward to hearing from you. Call Dungarvan Citizens Information on 0781 07 8850 or email dungarvan@citinfo.ie We look forward to talking to you and are open Monday – Friday 10.00 a.m. – 1.00 p.m. www.citinfo.ie

Youghal Cancer Support Centre

Support for cancer patients and their families in East Cork & West Waterford

Cancer is a disease that doesn't discriminate. Being told that you have cancer is one of the scariest things you'll ever hear. Youghal Cancer Support is here to support you and your family through this journey.

We offer COUNSELLING, MASSAGE THERAPY, REIKI, YOGA and ART FOR PLEASURE, all confidential and free of charge.

Drop in any Friday between 10am and 4pm to talk with our trained Listeners, no appointment necessary

YOUGHAL CANCER SUPPORT CENTRE

28 Kilmoyr Road, Youghal, Co. Cork, T12 5Y24

01546 81005
Email: info@youghalcancersupport.ie
Website: www.youghalcancersupport.ie

Call us on 051 304504

**Talking Helps
We are Here to Listen**

Scoil Gharbháin: Seisiún Iar-Scoile

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- Taithí i suíomh chúram leanaí
- Cur chuige páiste lárnach
- Eolas ar rialacháin agus reachtaíocht maidir le Cúram Leanaí.
- Scileanna maithe cumarsáide
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The Lady Belle

GRATTAN SQUARE, DUNGARVAN

have the following positions available

CHEF

COOK

BAKER / PASTRY CHEF (Pâtissier)

BAR MANAGER

EXPERIENCED BAR STAFF

COCKTAIL MAKER (Mixologist)

WAITING STAFF

BARISTA

Please apply by email to
theladybellepub@gmail.com

or telephone **Deirdre on 087 983 75 88**
for more information

SITUATIONS VACANT

F.O.H SUPERVISOR — Part-time permanent position. Flexible working hours including evenings and weekends. Experience in a full service restaurant required. Part-Time Permanent Commis Chef. Previous experience required. Flexible working hours including evenings and weekends.

To apply by email send C.V to info@crews.ie (25/6)

POSITION OFFERED:
PART TIME POSITION AVAILABLE

General admin and paperwork

• No experience necessary - all training done in house.

C.V.s to:



1 High Street
Dungarvan

058 45844



POSITION OFFERED:
FULL TIME/PART TIME POSITION AVAILABLE

Customer service and sales assistant

- No experience necessary - all training done in house.
- Ability to offer outstanding customer service essential in a cool chilled easy-going environment.

C.V.s to:



1 High Street
Dungarvan

058 45844



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 - 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



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



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.

UPMC in Ireland is HIRING.

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- **Nursing**
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 - 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



wwetb
Board of Education and Skills
Wexford 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.

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

FIXED TERM CONTRACT

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

Kilnashanagh 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,
Ardeavan Business Park, Ardeavan, Wexford. www.waterfordwexford.etb.ie
WWETB is an equal opportunities employer.

Deadline for Advertisements

Classified Advertising
Deadline is
Monday 12 Noon

GLADSTONE HOUSE,
GLADSTONE STREET,
WATERFORD

t 051 875566

e sales@waterford-news.com

Waterford
News & Star

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

Recruitment Advertising

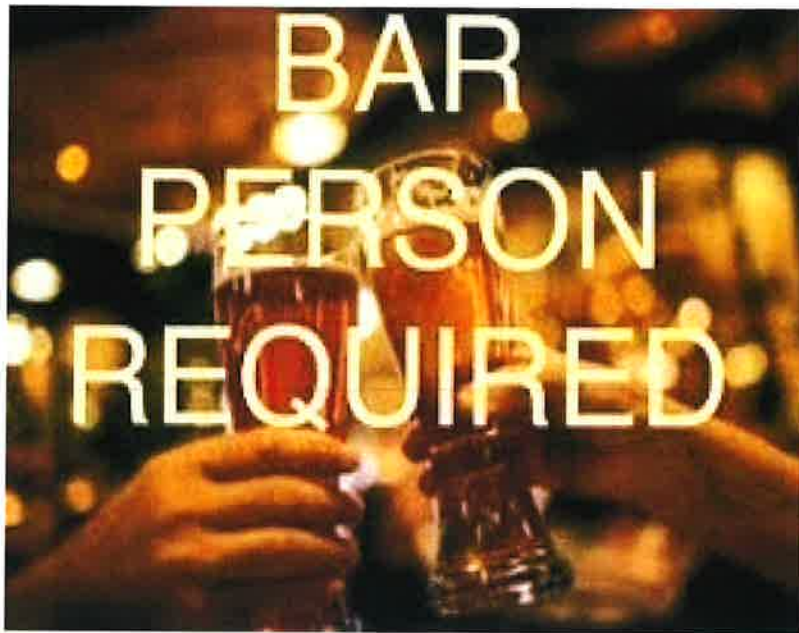
Make the
right choice

To advertise in our Recruitment
Section please contact

GLADSTONE HOUSE,
GLADSTONE STREET,
WATERFORD

t 051 875566

e sales@waterford-news.com




Experienced Barperson wanted for new Bar in Ardmore.

Immediate Start.

**Please email your CV to Niamh at the Dungarvan Local Employment
Service: westwaterford.les@wlp.ie**

Closing Date: Friday 25th June 2021



 Job title, Skill or Company

 Location

[<< Return to Job Search](#)



Store Assistant (Dungarvan)



Aldi Stores (Ireland) Ltd

 Dungarvan

 Not Disclosed

 Permanent | Full Time

 21 Jun



Login or register to apply

Description

Company Details


At Aldi, time just flies by. You'll be involved in everything from checking off deliveries to dealing with customer queries and ensuring that the shelves are always fully stocked. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success - and gets on with doing it. There's a real family feel, and everyone pitches in as part of a close-knit team.

Login or register to apply

Recommended Jobs

Crew Member - Dungarvan



 McDonald's Restaurants of Ireland Ltd

 Waterford

 Job title, Skill or Company





 Location

[<< Return to Job Search](#)



Chef de Partie
360 Cookhouse



-  Castle Street, Abbeyside, Dungarvan, County Waterford, Ireland
-  Not Disclosed
-  Permanent | Full Time
-  1 Day Ago



Apply Now

Description

Company Details

360 Cookhouse are currently seeking a Funky Friendly Chef de Partie to join our ever-expanding super cool team.

- Fancy moving and living in a coastal, trendy, lively town, Dungarvan
- Know how to work hard and playsafe
- Passionate about whatever you do!
- Get on with us here a young vivacious team, works hard but have fun doing it!
- Good talker but great listener
- Done it before well try us for a challenge
- Bucks based on experience

Please email your C.V to

Skills:

Menu Development Food Prep Desserts preparation

🔍 Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)



Crew Member - Dungarvan

McDonald's Restaurants of Ireland Ltd

📍 Waterford

€ Not Disclosed

📅 Permanent | Full Time

🕒 1 Day Ago



Login or register to apply

Description

Company Details

Position Description

What I Do

- Deliver hot fresh food, in a clean and friendly restaurant, giving customers a great experience each visit, every time
- Consistently deliver the highest standards of quality, service and cleanliness in the restaurant
- Provide friendly, fast and accurate service

Position Requirements

Deliver A Great Customer Experience

- Prepare the customer's meal with care and respect – give your customers gold standard food and drink every time
- Make it special – be welcoming, personalise your comments and connect with your customers
- Make it genuine – give the customer your full attention, smile, use eye contact and body language that is enthusiastic and energetic
- Adapt to each customer's needs – give them an individual experience that exceeds their expectations, e.g.:
 - o Be patient with customers who need help, offer to explain the menu
 - o Get to know regular customers and treat them individually
 - o Use positive gestures, e.g. offer to clear trays, help parents with pushchairs or make a child's visit special
- Use initiative and confidence when interacting with customers
- Answer customer queries confidently and professionally – keep up-to-date with knowledge on our food and promotions
- Treat all customers and colleagues with courtesy and respect
- Work as a supportive team member

McDonald's is an equal opportunities employer.

Position Attributes

Quality, Service & Cleanliness

- Complete tasks and activities in line with training, company guidelines and management direction
- Adhere to McDonald's standards of quality, service and cleanliness
- Follow all workplace safety, security and food hygiene procedures
- Follow our guidelines and take pride in your personal appearance
- Take responsibility for your training in all areas; look for opportunities to improve and develop

Additional Information

N/A

Q Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)**Full Time Shift Supervisor, Dungarvan, Co Waterford**

Starbucks Ireland

📍 Dungarvan, County Waterford, Ireland

€ Not Disclosed

📅 Permanent | Full Time

🕒 Today

[Apply Now](#)**Description****Company Details****Supervisor Starbucks**

We are looking for engaging, motivated and energetic full time supervisors who really get their kicks out of developing others. It's not just supervisors we're looking for, it's the future managers of our stores and with lots of opportunities coming up over the next few years there's never been a better time to join us!

The job will be exciting yet challenging at times. Experience in a drive thru or as a barista is preferred but not essential. What is essential though is a real positive attitude and you'll just love working in hospitality, easily connecting with our customers. If you think you have the skills and attitude to be successful then send us your CV and a cover letter telling us a bit about yourself and why you think you'd be a great fit for us.

Summary of Key Responsibilities

Responsibilities and essential job functions include but are not limited to the following behaviours:

Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer.

Executes store operations during scheduled shifts. Organizes opening and closing duties as assigned.

Provides quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards. Follows health, safety and sanitation guidelines for all products.

Creates a positive learning environment by providing clear, specific, timely and respectful coaching and feedback to partners on shift to ensure operational excellence and to improve partner performance.

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Successful candidates will be contacted, with interviews taking place TBC

We do not require the assistance of agencies at this time**Skills:**

cafe leadership skills. Customer Service

HOUSEKEEPING ASSISTANT – CARECHOICE – DUNGARVAN

CareChoice is one of Ireland's leading residential homes for the older person. We provide dedicated care and a safe and welcoming home for all our Residents. Our ethos is to create a home from home for our clients, where they can live life to the full with support and respect, whilst enjoying building relationships with all our staff.

We are now looking for a kind and reliable Housekeeping Assistant for our Dungarvan Home, to provide excellent standards of cleanliness and hygiene that are maintained throughout our Home.

The Ideal Candidate will have:

- Previous practical experience in working in a similar environment is desirable but not essential.
- Passion about elder care, providing residents with a safe, clean environment to live in.
- Ability to work independently or as part of a team.
- A professional, caring and empathetic nature.
- Be comfortable working in a sometimes challenging environment.
- Good level of English language skills.
- Availability to work varied shift patterns, Monday to Sunday.

Your Job will involve:

- Daily cleaning of the general areas and residents' rooms within the nursing home.
- Proper use and storage of cleaning equipment and cleaning solutions.
- Collection and correct disposal of domestic waste.
- Cleaning of spillages as they occur and proper use of wet signs.
- To collect trays, use of the dishwasher and maintain a clean and tidy kitchen in the unit.
- To wash up crockery, cutlery etc. as required.
- Set up of trays for meals.
- Ensure safe work practices are observed and the environment is safe at all times.
- The post will be rotational and flexible according to the needs of the nursing home

What we offer:

- Comprehensive induction training
- Free Garda Vetting
- A rewarding working environment, with support from supervisors and managers
- Competitive rates of pay
- Subsidised meals
- Training & Development opportunities
- Employee Assistance Programme which offers advice and counselling services, for carers and their immediate families
- Free healthcare uniform - one tunic paid for per year by CareChoice
- Additional annual leave for years of service
- Annual Loyalty bonus - this is based on years of service
- Refer a friend bonus

Benefits: On-site parking
Job Types: Part Time

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

HOUSEKEEPING STAFF – LAWLORS HOTEL – DUNGARVAN

 Lawlors Hotel Dungarvan
June 18 at 11:43 AM · 🌐

...

Lawlors Hotel seeking to fill the following Vacancy:

Housekeeping Staff

Application with CV by email to:

info@lawlorshotel.com



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

BAR STAFF – THE OLD BANK – DUNGARVAN

The Old Bank is looking for experienced bar & floor staff to join our busy team. We are offering approximately 20+ hours per week.

The successful candidate will be expected to

- Work independently to handle the day to day running of the bar/floor
- Maintain high standards of hygiene and cleanliness
- Have excellent communication and interpersonal skills
- Be flexible regarding working hours
- Enjoy working in a fast-paced environment.

Qualifications and Experience

- Will have at least 1 year of experience working in an Irish bar

Part-time hours: 20-35 per week

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

Additional pay: Tips

Schedule:

- 10 hour shift
- Weekend

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

RETAIL SALES CONSULTANT – EIR – DUNGARVAN



About this Role

Act as company representative in a customer facing business unit for a new mobile brand, in accordance with policies and procedures, in interactions with existing and potential customers. Represent the company so as to maximize the customer base and revenue opportunities.

Why this Role?

With up to two years experience the role holder will be a customer focused and team player that is highly motivated and sales focused. Information exchange is a significant feature of the job with a necessity to clarify information of a more complex nature. There is a requirement for tact and diplomacy when dealing with others. Flexible - will be available for late night and weekend trading.

What is expected from the Role?

Key Responsibilities

- Understand customer needs and provide them with a relevant mobile solution
- Meet individual/team targets and objectives
- Resolve any issues/queries raised by customers with a view to minimizing churn
- Assist store manager in all duties and ensure all tasks are carried out properly.
- Administrative duties – stock control, cash management, data entry.
- To be aware of and implement current and new policies and procedures.
- To be aware of and implement current and new policies and procedures.
- To keep updated on eir vs. competitors (Promos, Tariffs, Handsets etc

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

SHARED SERVICES CLERK (FTC) – GLANBIA – DUNGARVAN

Date: Jun 22, 2021

Location: Dungarvan, WD, IE

Company: Glanbia

Glanbia Business Services

Shared Services Clerk

An opportunity has arisen for a Shared Services Clerk for a **3 month fixed term contract** with Glanbia Business Services. This role will report to the AP Team Lead and will be based in the **Dungarvan, Co Waterford** office.

*While likely to be initially working remotely due to current restrictions, the base location of the role will be **Dungarvan, Co Waterford**, upon return to the workplace with a blended working arrangement available through our Smart working model which allows you a greater choice in how you work and live, giving you a better work-life balance.*

Key deliverables of the role

- This role is a part of the AP team in the SSC, and will require the flexibility to support the various teams within this function.
- Answer & direct telephone calls for the Shared Services Centre – transfer calls as appropriate
- Resolve telephone and e-mail queries for the end-end AP process
- Support Ariba enabled suppliers with the invoicing process (includes outbound & inbound) telephone, e-mail & support via Microsoft Teams)
- Investigate and troubleshoot issues with Ariba electronic invoicing
- Receive Post & Sort accordingly
- Prepare invoices for scanning and Scanning of invoices/documents
- Perform archiving duties
- Cheque and remittance preparation
- Provide copy invoices, statements & POD's to Customers as requested
- Perform other general administration ad hoc duties as assigned.

What background and experience are we looking for?

Qualifications

- Accounts Payable or Administration experience.
- Associates or other two year degree preferred.

Skills & experience

- Experience in a Shared Service environment required.
- Strong organizational and communication skills required.
- SAP experience an advantage
- Proficient with Microsoft Office Suite, especially Word and Excel.
- Proficient personal computer skills including electronic mail, record keeping, routing database activity, word processing, spreadsheet, etc.

Competencies

- The energy, enthusiasm and drive to make it happen.
- A team player who has the ability to motivate others, making it fun while getting the job done.
- Enjoys working in a fast-paced, innovative environment where the focus is on continuous improvement and the challenge to make it better.

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

STORES ASSISTANT – EUROFINS – DUNGARVAN

Job Description

Consider joining Eurofins where people are the most important element in our business. Eurofins Biopharma Product Testing is a leading contract lab that provides testing and research services in the environmental, pharmaceutical, and biopharmaceutical sciences to clients worldwide.

We are currently recruiting for a full time Stores Assistant within our team in Dungarvan.

The main aim of the role is to ensure that purchasing stock and store controls are handled in an efficient and cost effective manner.

Responsibilities include:

- Manage all stock movements and follow through any discrepancies that arise.
- Receipt stock in accordance with our policies and procedures.
- Approve all packing slips for payment once stock has been reconciled.
- Process claims where required on faulty goods, late deliveries, and short deliveries
- Report to Manager on a daily basis any issues relating to goods movement.
- Organise outward packages via relevant couriers.
- Dispatch all outward goods using approved freight providers, processes and in a timely manner.
- Responsible for ensuring purchasing documentation is completed accurately, in a timely manner and organized and filed correctly in accordance with company procedures.
- This person must ensure the stores are properly organized including labelling, FIFO, stacking, correct separation of goods, tidiness, etc. so items can be identified quickly and easily.
- Responsible for maintaining procedures to maintain effective, interdepartmental communication (e.g. with accounts, administration, chemistry, microbiology). This applies both to systems and feedback on status of materials being purchased.
- Responsible for intake and labelling of all goods/supplies and for distribution to the stores or relevant areas in line with the company's procedures.
- Responsible for maintaining a stock library of "one-off" chemicals and reference standards.
- This person is responsible for participating in the training necessary to familiarize himself / herself with purchasing management, stock control systems, logistics, software, etc. They are responsible for keeping their training sheets up to date, etc.

Qualifications

- Full clean driving licence is essential.
- A relevant qualification in either biological or chemical science or purchasing is desirable.
- 3-5 years' work experience in a relevant area.
- Strong IT skills / Excel.
- Diligent, hard-working, takes ownership of tasks.
- Organised, accurate, with good productivity and attention to detail.
- Passionate about process improvement.
- Good communication skills both internally and externally.
- Good team player.

Additional Information

Full time, permanent position

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

CLEANING OPERATIVE – CASTLE OFFICE CONTRACTS – DUNGARVAN

[Apply Now](#)

Cleaning Operative is required 9am-10am in Dungarvan for disinfection in a shop Monday to Saturday.

Job Type: Part-time

Salary: €11.20 per hour

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

CONTRACT DRIVER – DOMINO'S PIZZA – DUNGARVAN



Who are we?

We're the number one pizza company in the world and this is a fantastic opportunity for you to join our team and play a major role in our brand's success. In the Sunday Independent poll of Ireland's Best Employers 2021, Domino's ranked number one in the restaurant sector and 49th overall out of 2,000 businesses in Ireland.

Making around 85 million pizzas a year, Domino's uses only the freshest, highest quality ingredients. Our expertise and passion for delivering hot and fresh pizzas has earned us numerous awards and the loyalty of millions of pizza lovers around the world.

Our Domino's culture is created by friendly, positive people who value the diversity of those working at the company, and we believe that hard work should also be fun! Everything we do is geared towards delivering great tasting handcrafted pizza, perfectly and on time. You'll be joining a brand that is truly passionate about customer service, our people and giving back to the community.

Who are we looking for?

At Domino's Pizza, we're looking for people with lots of energy and get up and go, a positive attitude and a willingness to succeed. We are currently recruiting Contract Drivers in our Dungarvan branch

Experience isn't necessary as we'll provide you with a full induction and training programme. You need to have a full Irish or EU Driving License and be at least 18 years old with 6 or less penalty points. You must have your own car or van which is fully taxed, insured and has a valid NCT.

What does a Domino's Contract Driver do?

This role offers great flexibility with hours available throughout the day and week. Contract drivers deliver outstanding quality and service to our customers and represent the brand on the road in a positive manner at all times

What's in it for you?

Our benefits include:

- Competitive pay
- Flexible working hours
- Full training
- GPS and Phone for the shift (you can't get lost!)
- 3rd party Insurance while delivering orders
- Free staff meals
- Company discount
- Free uniform

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

EXPERIENCED BAR & FOOD ATTENDANTS

THE PARK HOTEL - DUNGARVAN



The Park Hotel Dungarvan

1h · 🌐

Be Part of a WINNING TEAM.....We are recruiting for our busy Summer Period in our GARDEN BAR - Dungarvan newest outdoor venue 🍷

Experienced Bar & Food Attendants required

Apply now - Email us your CV

hr@parkhoteldungarvan.com

#parkhoteldungarvan #gardenbar #jobfair #wearehiring #newvenue #barstaff

We are Hiring

 **Garden**
BAR



Advertised on facebook

BAR SUPERVISOR – THE PARK HOTEL – DUNGARVAN

Job Description

Bars Supervisor required. Dynamic, Energetic and standard focused supervisor who can deliver consistent service of food and drink to guests. Excellent terms and conditions.

Specific Duties & Responsibilities:

- To ensure the smooth running of the Hotel Bars
- To anticipate the guests needs and to ensure that service is provided to the level required and beyond expectations
- To create an environment where the team are up-selling and cross-selling
- To assist in the compilation and achievement of the Bars sales & payroll budget
- To ensure the Bar team are fully aware of any menu updates, hotel promotions, corporate promotions or special activities going on in the hotel/area
- To practice tight control on all stock and products.
- To assist in stock takes.
- Provide training, encourage development and motivate your department
- Participate in management meetings & conduct department meetings to ensure smooth communication throughout
- To deal with and follow up on complaints and ensure complaints are communicated to the relevant Heads of Department
- To ensure company policy and procedures are strictly adhered to

Candidate:

- A minimum of 1 years' experience managing a busy hotel bar
- Strong supervisory skills with the ability to manage a team
- Must have previously demonstrated leadership ability
- Must be standards driven and detail orientated
- Maintain a professional image at all times through appearance
- Excellent written and spoken levels of English.
- Excellent interpersonal skills.
- Excellent organisational and communication skills

Benefits:

- Employee discount
- Food allowance
- On-site parking
- Flexible working hours
- On-site parking
- Discounted/free food

Job Types: Full-time, Contract

Experience: Food and Beverage management: 1 year (preferred)

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

BREAKFAST MANAGER – THE PARK HOTEL – DUNGARVAN

Urgently needed

Your duties include but are not limited to:

- Supervise all activities of the breakfast operation each morning.
- Hold briefings before each shift and delegate responsibilities to staff.
- Ensure that the restaurant is ready for breakfast service & opens punctually.
- Act as a morning host by greeting guests and directing them to their tables.
- Ensure all morning staff are focused on customer satisfaction at all times and delivering the highest standard of breakfast service.
- Monitor performance and encourage improvement where necessary.
- Observe, anticipate and accommodate all of the guests' needs and requests.
- Ensure that staff set up & maintain service stations correctly.
- Resolve problems and complaints to the satisfaction of involved parties.
- Ensure that crockery is stacked in a tidy and orderly manner when clearing into the wash-up area.
- Responsible for setting up the restaurant according to the agreed standard.
- Assist and participate in training as required.
- Actively promote open lines of communication within your team, other departments and management.
- Any other duty that your manager feels appropriate for you to carry out.

Also the agreed cash and payment policies must be adhered to at all times and it's your responsibility to ensure this is true for all employees under your care/supervision.

Part-time hours: 24/30 per week

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

Benefits:

- Employee discount
- Flexible schedule
- Food allowance
- Gym membership
- On-site parking

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

INBOUND SCHEDULER – GSK – DUNGARVAN



Inbound Scheduler (12 months Fixed Term Contract)

Site Name: Ireland – Dungarvan

Posted Date: Jun 17 2021

Job Description

GlaxoSmithKline (GSK) is a world leading research-based pharmaceutical company that combines both individual talent and technical resources to create a platform for the delivery of strong growth in a rapidly changing healthcare market. Our mission is to improve the quality of human life by enabling people to do more, feel better and live longer.

In this role you will be responsible for the inbound scheduling of raw materials and Packaging Components and ensuring scheduling issues relating to inbound are resolved.

You will be advising of any mitigation required in terms of strategic stock etc and ensuring excellent and timely communication to the logistics team of supply issues. You will also be a Key liaison with suppliers and NPI meeting attendance will be required along with SOP compliance & updates.

You will also be ensuring ways of working reflect optimal inventory holding - identifying agreed levels of raw materials and component inventory and ensuring these are adhered to.

Key Responsibilities include, but are not limited to (with appropriate training to be given):-

- Manage delivery of inbound raw materials and components to ensure production schedules are met in GSK Dungarvan.
- Work with Vendors on a regular basis to ensure there is no supply disruption to GSK Dungarvan.
- Deliveries from Suppliers are to be measured against our OTIF and Quality measures.
- Develop good working relationships with Suppliers.
- Will support Customer Service targets in Dungarvan (Out of Stocks / Conformance to plan / OTIF).
- Will support the Dungarvan Site in reducing the Site Inventory figure.
- Will support the Site in achieving excellent quality raw materials and components from Suppliers

Closing Date for Applications: Friday 24th June 2021

Please take a copy of the Job Description, as this will not be available post closure of the advert.

When applying for this role, please use the 'cover letter' of the online application or your CV to describe how you meet the competencies for this role, as outlined in the job requirements above. The information that you have provided in your cover letter and CV will be used to assess your application.

During the course of your application you will be requested to complete voluntary information which will be used in monitoring the effectiveness of our equality and diversity policies. Your information will be treated as confidential and will not be used in any part of the selection process. If you require a reasonable adjustment to the application / selection process to enable you to demonstrate your ability to perform the job requirements, please contact 0808 234 4391. This will help us to understand any modifications we may need to make to support you throughout our selection process.

- LI-GSK

Why you?

Basic Qualifications:

We are looking for professionals with these required skills to achieve our goals:

- Leaving Certificate standard.
- Experience in the areas of Customer Service

Preferred experience: -

- Previous experience in a scheduling function in a Manufacturing Facility

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

CHILDCARE PRACTITIONERS – RAY OF SUNSHINE – Co WATERFORD

Ray of Sunshine are looking for a full time School Aged Childcare Practitioner to join our team in our brand new facility located in Seafield National School, Co. Waterford.

Applicants must be enthusiastic, kind, fun loving and have a genuine interest in working with children.

Applicants must also have experience in working with children and hold a minimum qualification of QQI level 5 in Childcare and/or an SNA QQI level 5.

If you feel this new and exciting position is what you're looking for, please email us at lros.wicklow@gmail.com with your CV and cover letter.



CHOPSTIX SUPERVISOR – APPLEGREEN – LEMYBRIEN



Chopstix Supervisor - Applegreen Lemybrien

What will I be doing as Chopstix Supervisor at Applegreen?

You will play a vital role in supporting the front-line operations of our business.

- Support the manager with various administration tasks to ensure the highest performance of the store.
- Assist the site manager in driving sales and achieving sales targets.
- Motivate the team by challenging the staff to meet achievable goals through effective leadership and communication skills.
- Ensure that the store is operating in line with Chopstix standards, policies and procedures.

If you have at least 1 -2 years experience in a similar role and enjoy working in a fast-paced environment, you would be a great addition to our dynamic team.

Why should I join The Applegreen Team?

Benefits

1. All staff will be entitled to a colleague discount card that offers 50% off our Bakewell Deli foods and all hot drinks. (Up to €5 saving a day)
2. Bike to Work Scheme (Available after 6 months of service)
3. HSF health plan for everyone from under €2.50 a week
4. Employee Assistance Programme run by the HSE offers free counselling on personal, family, work and money matters.

Training and Development

We as a company are constantly growing our business, but it's our people driving its success

1. The Educational Training Board offers retail training courses through the Applegreen Academy
2. We offer fantastic career opportunities and a great deal of our promotions are internal

Charity

At Applegreen we truly believe in the power of community and so, The Applegreen Charitable Fund that was set up to raise vital funds to support Irelands Children. By working at Applegreen you will assist in raising money for our charity partners; Enable Ireland, The Irish Youth Foundation, Pieta House and Food Cloud. For every purchase made in store we donate 1c to the charitable fund. The charitable fund has raised more than €4million since its establishment in 2009.

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

GENERAL OPERATIVE – DAWN MEATS – CARROLL'S CROSS



Job Title: General Operative

Company: Dawn Meats

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.

Job Type: Permanent

Additional pay: Overtime pay

Schedule: 8 hour shift

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

DESPATCH OPERATIVE – DAWN MEATS – CARROLL'S CROSS



Job Title: Dispatch/Loading Bay Operatives

Company: Dawn Meats

Location: Carroll's Cross

Contract Type: Permanent

Role Summary:

We are looking for an experienced Dispatch / Loading Bay Operative to join our busy production team, you will be responsible for managing orders ensuring goods are unloaded and loaded to the correct locations. You will use forklift equipment for picking and packing orders, you will use scanning equipment to scan inbound and outbound consignments ensuring audit and traceability of goods.

Key responsibilities will include:

- Assisting in the overall production and dispatch of customers' orders;
- Using fork lift equipment for picking and packing orders and goods;
- Working in a chilled and ambient environment;
- Working efficiently and effectively as part of a team;
- Keeping the work area clean and tidy;
- Maintaining high levels of Health and Safety standards;
- Achieving the targets and job standards set out by the Shift Manager;
- Being adaptable and flexible in your approach to work;
- Performing any reasonable request from Shift Manager;
- Other duties involve regular repetitive light, medium and heavy lifting.

Successful candidates will have the following skills and experiences:

- Fluent English with good numeracy and literacy skills;
- Forklift skills;
- Ability to work under pressure, and to deadlines;
- Must be physically fit as the job involves lifting;
- Ability to work as part of the team;
- Good attention to detail;
- Must be flexible to work various shift patterns;
- Must have own transport as shift patterns may vary.

Job Types: Full-time, Permanent

Additional pay: Overtime pay

Benefits: On-site parking / Store discount

Schedule: 8 hour shift / Overtime

Experience: FLT: 1 year (preferred)

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

SALES ASSISTANT – DAWN MEATS – CARROLL'S CROSS



Job Title: Sales Assistant

Company: Dawn Meats

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

Role Summary:

We are looking for a full-time sales assistant to join our busy team in the Premium Butcher outlet located at our site in Carroll's Cross, Kilmacthomas, Co. Waterford.

Responsibilities:

- Ensuring stock levels are well maintained;
- Be attentive to customer's needs;
- Give information about the features, quality and availability of different products;
- Help customers find products they are looking for in the shop;
- Handle the payment for any purchases;
- Promoting special offers;
- Dealing with online orders.

Candidates should:

- Outstanding interpersonal skills;
- Fluent English with good numeracy and literacy skills;
- Good attention to detail;
- Be polite and helpful;
- Be a team player;
- Must be flexible to work Saturdays;
- Previous retail experience desirable but not essential.

Job Types: Full-time, Permanent

Schedule: 8 hour shift

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

BARISTA AND CASHIER – COACH HOUSE COFFEE – KILMACKTHOMAS

Coach House Coffee are seeking an experienced Barista to join our busy Coach House Coffee team in Kilmacthomas, Co. Waterford.

The ideal candidate will have a minimum of 6mths experience in a similar Café environment and be familiar with an espresso machine and milk techniques.

Further training will be provided.

Duties Include:

Coffee Preparation

Cashier Duties

Food Handling

General Cleaning Duties

Benefits:

- On-site parking
- Discounted/free food

Contract length: 6 months

Part-time hours: 16-39 per week

Job Types: Full-time, Part-time, Temporary, Contract

Salary: €17,392.00-€18,056.00 per year

Experience:

- HACCP: 1 year (preferred)
- Food safety regulations: 1 year (preferred)
- Cafe environment: 1 year (preferred)

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

KITCHEN PORTER – COACH HOUSE COFFEE – KILMACKTHOMAS

Urgently needed

Kitchen Porters Required

Coach House Coffee located on the Waterford Greenway in Kilmacthomas, Co. Waterford are recruiting Kitchen Porters with an immediate start.

Previous experience in a similar work environment desired.

Duties Include:

- Dish & Pot Washing duties
- Light Laundry
- Kitchen Cleaning
- Stock Rotation
- Refrigeration Storage Management
- Dry Goods Storage
- Waste Management

Full & Part-Time roles considered.

Own transport desired due to our rural location.

Please apply by email with C.V

Part-time hours:	21-40 per week
Application deadline:	2/7/2021
Expected start date:	3/7/2021
Job Types:	Full-time, Part-time, Temporary, Permanent
Schedule:	8 hour shift
Benefits:	<ul style="list-style-type: none">• Flexible schedule• On-site parking

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

DELI ASSISTANT – CENTRA – KILMEADEN



Main purpose of the role:

Responsible for the preparation of high quality hot and cold deli products and for ensuring customer satisfaction is the number one priority.

The ideal candidate will have/be:

- HACCP training is desirable but not necessary
- Excellent communication skills
- Previous customer service experience is an advantage
- The ability to work as part of a team in a fast-paced environment, ability to multi task under pressure
- A passion for food and the ability to inspire shoppers.

Main duties:

- Actively live Centra brand-values i.e. Proud, Energetic, Imaginative and Community-Based
- Prepare customer orders across all fresh food areas i.e. make sandwiches and rolls, dish up hot food and slice meats using the store's portion control measures
- Cook, prepare and display the foods sold throughout the day
- Ensure that the counter displays across all fresh food departments are to the highest standards at all times throughout the day
- Demonstrate your passion for quality food by sharing knowledge, recipes and personal recommendations with customers
- Deal with all customer queries efficiently, professionally and in line with store policy.

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

ADMINISTRATIVE OFFICER – WATERFORD CITY & COUNTY COUNCIL



Waterford Wexford Adult Educational Guidance Service

31m · 🌐

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Waterford City & County Council are currently inviting applications from candidates who wish to be considered for the Administrative Officer (Grade 7) Panel.

For more information or to download application form click on below link:

<https://www.waterfordcouncil.ie/.../human.../vacancies.htm>

Closing date: 4 pm Friday, 2nd July 2021



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

Panel for:

Administrative Officer

(Grade 7)

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for the above panel.

Application Form and Briefing Document for the above are available to be downloaded from Waterford City & County Council's website www.waterfordcouncil.ie

Completed application forms must be emailed to recruitment@waterfordcouncil.ie clearly stating the position applied for in the subject line.

no later than 4p.m. on Friday, 2nd July, 2021. **Hard Copies will not be accepted.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application will not be accepted after the closing date.

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address.

WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

[Advertised on facebook](#)

CLERICAL OFFICER – EMERGENCY DEPARTMENT – MORGAN MCKINLEY HEALTH – WATERFORD

University Hospital Waterford are seeking a Clerical Officer to join their Emergency Department team. The role itself is a varied position but would include some of the below duties:

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

This a great opportunity to grow your experience working in Healthcare. A very friendly and welcoming team awaits you to join them.

Please note - this role includes a 24 hour roster, 7 days a week.

Some of the requirements are:

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

Details of the role:

- €12.00 per hour
- Working days are Saturday and Sundays
- 3 month contract with a view to extension
- Monthly pay, paid on 26th of each month

Reference ID: 107854

Job Types: Full-time, Contract

Salary: €12.00 per hour

Application question(s):What is your notice period?

Experience: Administration: 1 year (required)

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

PAYROLL OFFICER – UNIVERSITY HOSPITAL WATERFORD

– MORGAN MCKINLEY HEALTH

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

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

- Provide Administration support within the Payroll department
- Process payroll
- Work closely with the management team to support business development initiatives
- Follow recommended health record practices to ensure correct healthcare record management as per NHO Code of practice for healthcare record.
- Adhere to departmental policies, procedures and practices.
- Handling internal/external queries
- Ad-hoc duties.

This is a great opportunity to grow your experience working in Healthcare. A very friendly and welcoming team awaits you to join them. This is an initial 3 month contract and includes a 37 hour working week, Monday through Friday.

Some of the requirements are:

- A proactive approach to work with excellent communication skills.
- Level V Payroll and Book Keeping, essential.
- Experience with SAP useful but not essential.
- Knowledge of Healthcare Services useful but not essential.
- Enjoys working in a fast-paced environment
- Excellent Microsoft office skills.
- Good time management skills and ability to priorities tasks.

Reference ID:	18900
Job Types:	Full-time, Contract
Salary:	€12.00 per hour
Education:	Leaving Certificate (required)
Experience:	Payroll administration: 1 year (required)

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

TEST CENTRE ADMINISTRATOR – PROMETRIC – WATERFORD



SUMMARY

To supervise test candidates in order to ensure the efficient invigilation and execution of tests at Prometric test centres. The successful candidate will work in both Waterford and Clonmel test centres.

DUTIES & RESPONSIBILITIES

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

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

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

QUALIFICATIONS & EXPERIENCE

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

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

HEMOCARE ASSISTANT – MYHEMOCARE – WATERFORD

MyHomecare is currently recruiting for Homecare Assistants in the Waterford area to work one on one with Elderly in their own home and assisting them with all aspects of daily living. The Ideal candidate would have previous experience in this sector along with being a reliable and caring individual.

My Homecare Benefits include:

Excellent Rates of Pay: Monday- Saturday Day Duty €14 an hour & Sunday €26 an hour

We provide:

Paid Holidays

Full PPE Provided

Up to €500 refer a friend fee provided

Online Induction provided

My Homecare provide training for all your mandatory courses such as, Patient moving and handling, CPR, Elder abuse and Infection Control
1 Month rosters completed where possible.

My Homecare Requirements Are:

My Homecare require all candidates to have minimum Fetac Level 5 Care Skills OR Care of the Older Person must be completed

In-date mandatory certificates is desirable but not essential as training can be provided.

Willingness to undergo Garda Vetting.

Full driving licence is required.

All candidates must have a minimum of 120 hours experience dealing with personal care in a healthcare background.

My Homecare Job Responsibilities:

You will be responsible for attending to each client's individual needs within their own homes.

Assisting with all aspects of daily living.

Providing personal care to clients in need.

Encourage clients to achieve or maximise independence.

Potential light housework/meal prep.

To apply: Contact the Recruitment Team on 1800400900 or e-mail me with your updated CV to recruitment@myhomecare.ie stating the Job order number JO-2105-469088.

Shortlisting may apply based on the information supplied on CV submitted. All Homecare Assistants applying for Homecare Assistant Jobs in Waterford will be treated with the strictest of confidence.

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

WAREHOUSE / PRODUCTION OPERATIVE – WATERFORD



We are currently looking for Production/Warehouse Operatives who will join our Client's team in Waterford City. This is a permanent position with day shifts and Monday to Friday.

Key skills

- Leaving Cert Educated (minimum)
- Strong on SOP following and dealing with various part numbers in line with our ISO/GMP processes.
- Strong communication/teamwork

This position would have the prospects for advancement in the Company, so we would be looking for someone who would appreciate this.

Interested?

Email your CV in response to this job posting to leah@hartleypeople.com

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

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

PAYROLL ADMINISTRATOR – HARTLEY PEOPLE – WATERFORD

Our client is looking for a payroll admin to join their team on a 6 month contract basis.

Main Duties

Initial duties of the role may include the following:

Processing and payment of payments via relevant systems to agreed timetables & distribution of all relevant outputs/reports

- dealing with learner queries – liaison with internal/external stakeholders including ETB sector shared services teams
- data input and preparation for input to accounting systems
- administrative support for function budgets
- contribute to new initiatives and participate in project teams
- manage any related audit and reporting duties as required
- other related duties as may be assigned from time to time.

Essential Requirements

- Good interpersonal and communication skills,
- Well developed analytical and decision making skills
- Ability to work to deadlines with a high level of attention to detail,
- Excellent team working-skills
- Previous finance/payroll experience

Particulars of the Position

Location: Based in Waterford City

5 day, 37 hour week (net of breaks).

It will be necessary to work on the premises

Free Parking.

On-site canteen facilities.

For immediate consideration please email your CV to Laura@hartleypeople.com or apply 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. If you meet the criteria for this position, we will provide a full consultation in confidence and we guarantee that your CV will not be sent to any of our clients without your consent.

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TECH MAHINDRA BUSINESS SERVICES



Deise Jobs - Waterford

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At Tech Mahindra Business Services we take pride in bringing smiles to the customers by serving some of the world's biggest telecom companies with end-to-end customer relationship management.

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If you want to go ahead and bring a smile,
We are looking for:

- Energetic Individuals
- Team Players
- Good Interpersonal Skills
- Customer Service Skills (fluent in English)
- PC Literate

Email your CV to
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ASSEMBLER – ABBOTT – CLONMEL



Assembler, Weekend Evening Shift, contract position, 12 month contract

Purpose of the job

Performs a wide variety of electronic, mechanical, or electro-mechanical assembly operations on assemblies or sub-assemblies. Sets up and operates automatic or semi-automatic machines. May perform other tasks including, but not limited to; placing labels on packages, and putting data sheets with product.

Major Responsibilities

Responsible for compliance with applicable corporate and divisional policies and procedures.

- Assembles, repairs, inspects and/or tests products following written instructions. Ability to read and comprehend basic instructions and other work related documents, written in English.
- Sets up and operates a variety of manufacturing machines or equipment following written instructions in the English language.
- Cleans tools and equipment per documented procedures.
- Records information on approved documents.
- Disposes hazardous waste material on corresponding hazardous waste areas.
- Resolves problems and make routine recommendations.
- Trains other employees when necessary.
- Maintains all position certifications up to date as required to remain in compliance.
- Completes daily work to meet established schedule with guidance from supervisor on prioritization of tasks.
- Maintains confidentiality in handling sensitive information or documents.

Education & Competencies

- Education/ Experience: Leaving Certificate with a minimum of grade D in five ordinary level subjects including Maths and English or a pass rating in an Aptitude Test selected by Abbott Vascular.
- Relevant work experience advantageous but not essential or an equivalent combination of education and work experience.
- Technical/Business Knowledge (Job Skills); Applies limited knowledge of business concepts, procedures and practices and a basic understanding of department fundamentals. Will perform this job in a quality system environment. Failure to adequately perform tasks can result in non-compliance with governmental regulations.
- Cognitive Skills: Performs routine tasks working from detailed written or verbal instructions. Assignments require limited judgement in troubleshooting proven processes.

REFER TO THE SITE SAFETY STATEMENT (SHE038447) FOR YOUR SAFETY, HEALTH AND WELFARE AT WORK RESPONSIBILITIES

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

EXPERIENCED ADMINISTRATOR – CLONMEL

GLENPATRICK SPRING WATER

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

Expected start date: 5/7/2021

Job Types: Full-time, Permanent

Benefits: On-site parking

Education: Leaving Certificate (preferred)

Experience: Office or administration: 2 years (preferred)

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

SECURITY OFFICER – ACE SECURITY– CLONMEL

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)

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

LABORATORY ADMINISTRATOR – BALLYMACARBRY

PINEWOOD HEALTHCARE

Apply Now

Pinewood Healthcare is a leading developer, manufacturer and marketer of healthcare products, currently employing over 320 people across two sites in Tipperary and Dublin. Originally established in 1976 to serve the renal care market in Ireland, Pinewood evolved over the years under indigenous Irish ownership until its sale in 2006 to the Wockhardt Group, an Indian global pharmaceutical and biotechnology company headquartered in Mumbai, India. Wockhardt employs over 7,000 people across 27 nationalities with a presence in the USA, UK, Ireland, Switzerland, France, Mexico, Russia and many other countries. It has manufacturing and research facilities in India, the USA and UK and a manufacturing facility in Ireland (Pinewood Healthcare).

A Laboratory Administrator is required for a key role within the Pharmaceutical Industry. The successful candidate must be comfortable working in a busy, fast paced manufacturing environment.


Key Responsibilities includes but not limited to:

- To manage, distribute and scan all documentation within the analytical services department.
- Arrange training and manage and maintain the training matrix, SOP's and training records.
- Record and amend SOP's and manage the SOP during the approval process.
- Assist in maintaining and updating the Approved supplier list.
- Assist with the Maintenance and Development of the analytical services department.
- Handling of customer queries received.
- Manage and maintain trends and metrics.
- Control and issuing of documents.
- Report writing (Experience in Microsoft).
- Uploading and implementing changes on SAP.
- Generating Raw Material/Packaging Material specifications and Test Methods.
- Generate and maintain Analytical Cards.
- Control and filing of reports to support Quality system - Deviations, Investigations, Change control etc.
- Any other duties as deemed appropriate and as designated by the Manager.

Key Requirements

- Computer literate, competent with excel. SAP knowledge desirable.
- Must be able to work as part of a team and on own initiative.
- Good communication skills.
- Excellent attention to detail.
- Good Time Management skills.
- Team player
- Compliance to all policies, procedures, ethical standards and processes.
- Act as a key communicator ensuring that all information is appropriately communicated through the analytical services team.
- Ability to operate transversally with each of the companies departments

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

 ardmore Waterford

4 Waterford Ardmore Jobs

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Cliff House Hotel

 Ardmore, Duffcarrick, County Waterford, Ireland Not Disclosed Permanent | Full Time 21 Jun

An exciting opportunity to join our 1* Michelin House Restaurant, based in Cliff House Hotel, **Ardmore**, Co. Waterford.

**Night Porter**

Cliff House Hotel

 Ardmore, Duffcarrick, County Waterford, Ireland Not Disclosed Permanent | Part Time 15 Jun

Maintain cleanliness of public and work areas throughout the night, practicing clean-as-you-go procedures. * Completes final breakdown of service areas, by cleaning the room, and cleaning and...

**Senior Waiting Staff**



Cliff House Hotel

 Ardmore, Duffcarrick, County Waterford, Ireland Not Disclosed Permanent | Full Time 15 Jun

As a Server you will be part of our team in the elegant 1* Michelin House Restaurant. You will have a high standard of personal appearance, total focus on the environment and our customers and a...

**Spa Therapist**

Cliff House Hotel

 Ardmore, Duffcarrick, County Waterford, Ireland Not Disclosed Permanent | Part Time 06 Jun

We bring our guests on a journey and now let us take you on a journey and join our team - Named after the sacred spring at St Declans Well, just a short walk from our hotel, our therapies and custom...

OTC SALES ASSISTANT – LLOYDS PHARMACY – YOUGHAL



We currently have an exciting opportunity for a **Over The Counter Sales Assistant** to join the Lloyds Pharmacy team. Working as a part of the front of shop team the OTC Assistant will assist the Pharmacy Manager in the day to day running of the store.

This position will be based in **Youghal Co. Cork** on a **3 month temporary contract** working **18** hours a week.

The main duties of this role will include the following:

- Increased O.T.C sales through link selling
- Advise and assist customers with all store products.
- Engaging actively with customers and provide a high standard in customer service.
- Stock management & product knowledge
- Till Duties

The behaviours we seek & encourage

- Innovative – seeks to deliver opportunities to assists the business to improve patient care.
- Ability of building rapport with customers and offering them compelling reasons to return.
- Excellent communication skills and capable of working on own initiative.
- Ability to build a strong working relationship with all team members in the pharmacy.
- Ability to prioritise and work in a confidential environment with a high attention to detail.
- Positive can-do attitude and a willingness to learn.
- Consistently live the Company ICARE & ILEAD Values.

Beneficial Criteria:

- Previous O.T.C sales and customer service experience
- Excellent communication & Interpersonal Skills
- Keen interest in sales and retail pharmacy

What we commit to you in return:

- Generous staff discounts in-store.
- Training & Development.
- Tax-saver travel schemes.

Contract length: 3 months

Job Types: Part-time, Temporary **Part-time hours:** 18 per week

Benefits: Flexible schedule

Experience: Retail Sales: 1 year (preferred) / Retail Pharmacy: 1 year (preferred)

Licence/Certification:

- Are you aware this position is a Minimum 18 hour Contract (preferred)
- Are you aware this position is a 3 month temporary contract (preferred)

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

DELIVERY DRIVER – DRURY IRELAND – YOUGHAL

- Responsible for loading of van and delivery of coffee products , equipment and supplies
- Attending call outs to repair coffee machines
- Perform routine maintenance on coffee machines
- No previous experience required as full training will be provided , however experience in the coffee vending industry will be desirable
- Full clean B Irish driving licence essential
- Printout of driving penalty point will be required if progressed to interview stage.
- No formal education necessary, however a leaving cert or higher would be an advantage.
- Good communication and interpersonal skills are essential.
- Good problem solving ability is desirable.
- Candidate need to be 25 years or older in line with motor insurance policy requirements

Part-time: 3 days per week / 24 hours per week

Salary: €10.20 per hour

Contract length: 12 months

Benefits: On-site parking

Schedule: Day shift

Licence/Certification: Full driving licence (required)

COVID-19 considerations:

Screening station in place on entry to production unit with hand sanitizer station and temperature checks. Van drivers must wear masks when entering a customers premises and when in contact with others.

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

CLEANING OPERATIVE – CLEANING CONTRACTORS LTD – YOUGHAL

[Apply Now](#)

Cleaning Operative required in Youghal

Monday-Friday 6am-8am

Saturday 6am -9am

Rate: €11.20 per hour

Job Types: Full-time, Part-time

Schedule:

- Day shift
- Monday to Friday
- Weekend

For more information please call 086 8366222

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

THE WALTER RALEIGH HOTEL - YOUGHAL



The Walter Raleigh Hotel

June 17 at 3:27 PM · 🌐



Due to high demand we are adding to our team.

- Food&Beverage servers
- Night Manager
- Kitchen Porter

Please send up to date Curriculum Vitae to
info@walterraleighhotel.com or drop into reception.



[Advertised on facebook](#)

WAREHOUSE OPERATIVE / FORKLIFT – FERMOY



CREGG Recruitment is actively looking for warehouse staff for a busy facility in Fermoy, Co. Cork.

Counterbalance Forklift Certificate and experience is essential for this role

Summary:

This job description is intended to give you an overview of the job of General Operative on behalf of our Well Established Client.

The purpose of this document is to outline the nature of the work at this time.

Key Accountabilities

- Meet or exceed minimum efficiency levels established through engineered production standards. Requires working efficiently, proactively and Health and Safety conscious in a fast-paced warehouse environment.
- Meet or exceed established accuracy levels.
- Develop a good working knowledge of the product, placement, and inventory control techniques and procedures.
- Hygiene in your department and good housekeeping
- Your attendance at work
- Health and Safety of yourself and others around you
- Ensuring that you keep good relationships with your team members
- Your work area
- Reporting damages, accidents and issues relating to Food Safety

If you are interested in this job opportunity please apply with your CV.

Reference ID: 16466

Job Types: Full-time, Permanent

Schedule: Monday to Friday

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

WAREHOUSE OPERATIVE – COLD STORE – FERMOY



CREGG Recruitment is actively looking for an experienced Warehouse Operative, with forklift training and skills to join a Coldstore (-30') warehouse facility in Fermoy, Co. Cork.

Experience with -30' Coldstore management is essential for this role.

Duties & Responsibilities

- Remove finished goods from packing areas into Coldstore in a timely manner - temperature control critical
- Daily recording of finished goods from lines into Coldstore.
- Picking of orders from pick lists generated on SAP – detail Critical
- Ensure Finished goods are palletised as per SOP and Labels are correct and placed on pallet as per SOP
- Prepare Floor plans and load trailers each day for Offsite storage
- Call off pallets where required from outside storage
- Manage inclusion's (Nuts etc) for daily production required to be at line prior to daily start up using FIFO
- Be available for stocktaking
- Be aware of 5S standards (Sort, Set in Order, Shine, Standardize, Sustain) and assist with maintaining your work area to the correct standard.
- Play an active role in the lean programme, attend lean board meetings and bring any issues affecting production to the attention of the lean team.
- Work with QC staff to ensure that all products produced are within specification when dispatched. Carry out specific tasks as advised by Management each day, according to SOP's (standard operating procedures) and training.
- To be competent in the use of equipment, (i.e., Certified - Training)
- CounterBalance Forklift Experience and Certification
- Health and Safety awareness

If you are interested in this position please apply with your CV.

Reference ID: 16465

Job Types: Full-time, Permanent

Schedule: Monday to Friday

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

DELIVERY DRIVER – DAOL OFFICE SUPPLIES LTD – FERMOY

Position Overview: Deliver office supplies & equipment on assigned route to DAOL customer accounts meeting internal schedule and quality standards. Provide customer service to customers by assisting with problem resolution and accepting product returns as required.

- Organise and pack product for delivery.
- Gather and organise appropriate paperwork for deliveries.
- Load product(s) onto van and deliver to customer's site.
- Required to provide back-up to warehouse staff, assisting with inbound and outbound duties as necessary.
- Utilises manual handling equipment.
- Route planning and optimisation.
- Delivering product to DAOL customer sites as per customer specific requirements.
- Accept returns from customers, completing appropriate paperwork and return to DAOL warehouse. Place product in return area with appropriate paperwork.
- Address and resolve DAOL customer problems as appropriate.
- Maintain cleanliness of vehicle.
- Capture customer signature and date upon delivery.
- Follows all safety procedures in the performance of job duties.

What You'll Need:

- Category B driver's license
- Good communication skills, both verbal and written.
- Must be available to work extended shifts and weekends occasionally as needed.
- Ability to apply common sense to carry out instructions given in written and oral form.
- Excellent customer service skills, conducting customer contact in a professional and courteous manner at all times.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work requires physical effort and use of motor skills requiring manual dexterity. While performing the duties of this job the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, crawl, push/pull, or balance weight for extended periods of time. The employee must frequently lift, move, and/or carry items of furniture & equipment. Employee will regularly drive a delivery van and must be able to enter and exit the van throughout the day. Will regularly operate warehouse equipment that requires manual dexterity and use of lightweight tools requiring some coordinated movements.

Work experience: At least 1 year's relevant work experience. Specific industry experience would be a distinct advantage.

Position available immediately.

Salary negotiable depending on experience.

Job Types:	Full-time, Permanent
Salary:	€22,000.00-€28,000.00 per year
Education:	Leaving Certificate (preferred)
Licence/Certification:	Full driving licence (required)

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



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be found on www.jobsireland.ie**

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

CE Vacancies

[Community Employment Schemes]

CES – 2183685 – Caretaker – Lismore

Duties will include general caretaking duties, maintenance of buildings, painting, cleaning internal and external, open and close buildings set up of equipment, tables and chairs, waste management etc. Maintain outside areas. General maintenance duties. Various other duties from time to time as required.

CES – 2183027 – Administration Assistant – Dungarvan

CES – 2180156 – Sports Club Groundsperson – Abbeyside / Ballinroad

Cleaning, light maintenance, pitch preparation, grass cutting.

CES – 2182645 – Office Worker – Dungarvan

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

CES – 2182635 – Maintenance / Caretaker – Lismore

Duties will include maintenance and upkeep of walkways, grass cutting, use of strimmer to keep pathway along routes visible. Make sure signage is easily visible with maintenance and repair of styles and gates on the route. Litter collection and waste management, weed and pest control, planting. General caretaker duties, maintenance of buildings, carpentry work, painting, internal and external cleaning along with handling of stock and equipment. Serving customers, supervision of tour groups etc. Various other duties from time to time as required.

CES – 2182113– Caretaker – Modeligo Church & Community Centre

Duties to Include: Grass Cutting, Strimming, Spraying, Hedge Cutting, Cleaning, Sweeping, Ensuring the areas are kept tidy. The role will include some power washing. Painting and general maintenance work.

CES – 2182112 – Caretaker / Cleaner – Cappoquin

Duties to include grass cutting, strimming, spraying, hedge cutting, sweeping, keeping areas tidy some painting and maintenance work.

Cleaning community hall/windows and toilets.

CES – 2182111 – Caretaker / Cleaner – Touraneena & Knockboy

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

CES – 2181921– Caretaker – 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

CES – 2181862– Caretaker – Kill

Job entails grass cutting, weed control, hedge cutting, litter control and being responsible for keeping the area at Kill Church Graveyard clean and tidy.

CES – 2181827– Cleaner / Groundsperson – Fraher Field

Duties to include field maintenance, cutting GAA fields, lining fields, resodding goal mouths, weed control, litter control, general maintenance and upkeep of playing pitches, clubhouse, stand and car park. Cleaning dressing rooms and toilets and stand - Fraher Field.

CES – 2181826– Sportsground Worker – Fourmilewater / Nire

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

CES – 2180476– Environmental Worker – Fews

Duties include: grass cutting, strimming and caretaking/maintenance duties in and around John Mitchels GAA.

CES – 2177858 – Environmental Worker - Fews

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

CES – 2180604– Care Assistant – Dungarvan

Care Assistants are required to participate in QQI Level 5 Modules in Healthcare leading to major award. Manual and Patient handling. First aid and any other training requirements.

Garda vetting is essential.

- Assisting clients on and off the mini-bus travelling to and from Centre
- Greet members and encourage them and support them to participate in activities
- Help with the serving of all meals, i.e. morning and afternoon teas and coffees and dinners.
- Clean all equipment used in the centre. Perform cleaning and hygiene requirements in all day centre areas
- Assist the elderly with daily tasks such as personal grooming and meal preparation
- Assist with kitchen duties, wash up when required
- Assist with meals on wheels and supporting the bus driver when required
- Work as part of a team which comprise of staff of the Day Centre and volunteers
- Reporting to Day Centre Manager and CE Supervisor. 19.5 hours per week.

CES – 2179933– Kitchen Assistant - Dungarvan

- Assist in providing a nutritious meal to our Day Centre and Meals on wheels Clients.
- Liaise with the cook regarding menu, preparation, planning and food preparation.
- Wash up, cleaning of Kitchen and Day Care Areas.
- Aiding clients on & off the bus, attending activities & events
- Work with care assistants and assist with the general operation of the centre when required.
- Assisting Bus driver.
- Work as part of a team.
- Attend training when required.
- Any other duties assigned by Line Manager/Management Team .

CES – 2179822– Secretary - Cappoquin

Secretary Cappoquin Community Employment, duties include weekly payroll, answering calls, taking messages and handling correspondence, typing, preparing and collating reports, filing.

CES – 2179820– Caretaker in Cappoquin and Railway Athletic FC - Cappoquin

Caretaker in Cappoquin & Railway Athletic F.C. Grounds. May have to work evenings and weekends.

CES – 2179818– Caretaker in Shamrock's GAA & Knockanore Community Hall - Aglish /Villierstown

Caretaker in Shamrock's GAA & Knockanore Community Hall, may have to work weekends or evenings

CES – 2179817– Caretaker in Aglish Hall and Geraldine's Hall - Aglish / Villierstown

Caretaker and General Maintenance of Aglish Hall and Geraldine's GAA grounds.

CES – 2179816– Caretaker - Cappoquin

Caretaker and General Maintenance of Cappoquin Community Centre. May have to work evenings and weekends.

CES – 2179815– Cook - Cappoquin

Cook in Cappoquin Childcare. Buying, preparing and cooking dinners for the Childcare Children. In charge of hygiene and cleaning of kitchen.

CES – 2177860 – Environmental Worker - Stradbally

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

CES – 2177857 – Environmental Worker - Stradbally

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

CES – 2177847 – Environmental Worker - Stradbally

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

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

CAN PHONE

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

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NEW ONLINE PORTAL TO ASSIST JOBSEEKERS

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The Right Course

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

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

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

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

It is never too late to learn something new.

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From [Department of Further and Higher Education, Research, Innovation and Science](#) - Published on 18 January 2021



WOMEN'S EXPLORING OPTIONS COURSE



Waterford Women's Centre- NCCWN

May 17 at 3:10 PM · 🌐

...

We are now taking names for our Women's Exploring Options course, starting in September in Dungarvan, Kilmacthomas, Tramore and Waterford city. If you would like to try it out we are offering weekly taster workshops online from now until mid June. Please see contact details and information below. We would love to hear from you.
WWETB Waterford and Wexford Education and Training Board
National Collective of Community Based Women's Networks



Waterford Women's Centre

ACCESS 2000 Company Limited by Guarantee

national collective of
community based
women's
networks



Women Exploring Options

Would you like to explore options in education, training and employment in an informal and supportive learning environment?

- Build your confidence
- Make new friends
- Identify new skills and build on existing skills
- 'Learn by doing' in a supportive learning environment
- Identify and remove barriers to your progression
- Develop an achievable progression plan



Telephone: 051 351918
Email: katenccwnwaterford@gmail.com
Text: 0894556184
website: waterfordwomenscentre.com
or call in to
Waterford Women's Centre,
74/76 Manor Street
for more information

SOLAS

wweth

[Advertised on facebook](#)

TRAINING COURSES - VTOS DUNGARVAN

Student
Centred
Environment

FREE
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New
Courses in
Dungarvan!

Limited Places
Contact Us NOW

Art
(Painting, Drawing, Book, Weaving, Work Experience)

Business
(Bookkeeping, Computers, ECCL, Customer Service, Work Experience and Office Skills)

Now enrolling for September
for QQI Level 4

Adult Education Centre,
Wolfe Tone Road,
Dungarvan.

Qualifying Conditions

- 21 years and over
- in receipt of any Social protection payment or signing for credits for at least six months.
- statutory redundancy or people in receipt of a Pension.
- Free Class materials.
- No Fees.
- Keep Social Protection Payments FOR 2 YEARS.
- Keep Secondary Benefits.
- Work part-time without loss of Benefit.
- Meal and Travel Allowance.
- People aged between 21 – 35 may be entitled to the Full Social Protection Payment (€ 203) if they enrol.
- Free Parking

For further information
please contact: Aileen O'Connor
Tel: 058 45757
E-mail: aileen.oconnor@wweth.ie
or: info@courses.ie

Eligibility: You must satisfy VTOS Criteria
to qualify for entry to these courses.



Visit our facebook page: [wwethdungarvan](https://www.facebook.com/wwethdungarvan)



wweth



Design & Print: M. Kelly & Co. Ltd. 051 7771 736



Dungarvan Adult Education Centre



Back to Education Initiative



Free Courses Starting September 2021

Healthcare Support – QQI Level 5

Start Date: Monday, 13th September 2021

The aim of this programme is to enable the learner to acquire the knowledge, skill, and competence to work independently and under supervision in providing support in a variety of healthcare settings.

Year 1	Monday	18.30 -21.00	Infection Prevention and Control Safety and Health at Work
	Wednesday	18.30 -21.00	Care Skills Care of the Older Person

Skills to Compete - QQI Level 5 – Special Needs Assisting

Start Date: Monday, 13th September 2021

The aim of this programme is to enable the learner to acquire the knowledge, skill and competence to work independently and under supervision as a special needs assistant.

Monday	18.30 – 21.00	Children with Additional Needs Special Needs Assisting
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Early Childhood Care and Education – QQI Level 6

Start Date: Monday, 13th September 2021

The overall aim of the programme is to provide the learner with the opportunity to acquire the knowledge, skill and competence to work as and take responsibility for the work of others in leading and coordinating the provision of a quality early childhood care and education.

Year 1	Monday	18.30 – 21.00	Child Development
	Wednesday	18.30 – 21.00	Early Childhood Curriculum Childhood Social Legal & Health Studies

First Aid Responder

Start Date: Thursday, 7th October 2021 for 7 weeks

Thursday	18.30 – 21.00	First Aid Responder
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For further information or to book your place on the course of your choice, contact **Sonia** on **086-0749224** or **soniayoung@wwetb.ie**



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Cappoquin Adult Education Centre



BTEI FREE Courses



Starting September 2021

Catering Support QQI Level 4

Start Date: Tuesday, 14th September

Tuesday	9:15 – 1:15	Kitchen Skills Short Order Cooking Meal Service
Friday	9.15 – 11.15 11.30 – 1.30	Word Processing Computer Applications Customer Service Skills Work Experience Team Working
Communications QQI Level 4 will run in September 2022 leading to a Major Award in Catering Support		

Essential ICT Skills for Office Work - QQI Level 4

Start Date: Monday, 13th September

This Major Award focuses on developing the essential Information and Communication Technology skills desired by many employers. Strong communication and computer skills along with bookkeeping are paramount to the smooth and effective day-to-day running of an office in any business environment.

Monday	9.15 – 11.15	Bookkeeping and Accounts
Wednesday	9.15 -11.15	IT Skills / Desktop Publishing
Thursday	9:15 – 11.15	Databases / Maths
Thursday	11:30 – 1:30	Spreadsheets / Team Working
Friday	9:15 – 11.15	Word-processing /Computer Applications
Friday	11:30 – 1:30	Customer Service / Team Working

***You can choose to do any one (or more) of these components on their own**



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Education and Skills



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Cappoquin Adult Education Centre



BTEI FREE Courses



Starting September 2021

Tourism with Business or Business Administration – QQI Level 5

Start Date: Monday, 13th September 2021

The course is designed for those who have been unemployed for some time or who wish to retrain/upskill to advance in the workplace. With a large focus on IT, accounts and /or tourism, learn all of the skills needed to pursue employment in this sector.

Monday	11.30 – 1.30	Spreadsheet methods
Tuesday	9:15 – 11:15	Word Processing Customer Service
Tuesday	11:30 – 1.30	Tourism Information and Administration Tourism Principles and Practice
Wednesday	11.30 -1.30	Communications / Work Experience
Thursday	9.15 – 11.15	Payroll Manual and Computerised
Thursday	11.30 – 1.30	Bookkeeping and Accounts

Healthcare Support – QQI Level 5

Start Date: Monday, 13th September 2021

The aim of this programme is to enable the learner to acquire the knowledge, skill, and competence to work independently and under supervision in providing support in a variety of Healthcare settings.

Year 1	Monday	9.15 – 11.15	Infection Prevention and Control Safety and Health at Work
	Wednesday	9:15 – 11:15	Care Skills Care of the Older Person
Year 2	Monday	11:30 – 1:30	Work Experience Communications
	Wednesday	11.30 -1.30	Care Support Palliative Care

For further information or to book your place on the course of your choice, contact **Sonia** on **086-0749224** or **soniayoung@wwetb.ie**



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SPRINGBOARD COURSES 2021 / 2022

List of upcoming Springboard courses in WIT. For more information please email SPRINGBOARD@wit.ie or call 051 834127 / 051 302849



Waterford Institute of Technology
 INSTITIÚID TEICNEOLAÍOCHTA PHORT LAIRGE



WIT Springboard Courses 2021/22

Click on the course title below to link to more information on each course.

	Level	Credits	Delivery	Start
BUSINESS				
Diploma in Lean Fundamentals	7	60	Online	Sep-21
Diploma in Supervisory Practice	7	60	Online	Sep-21 / Jan-22
Postgraduate Diploma in Digital Marketing Practice	9	60	Online	Jan-22
Postgraduate Diploma in Finance and Business Analytics (HCI Pillar 1)	9	60	Blended	Sep-21
Master of Business Management	9	90	Blended	Sep-21
Master of Business Internationalisation	9	90	Blended	Sep-21
COMPUTING				
Higher Diploma in Business Systems Analysis	8	60	Online	Jan-22
Higher Diploma in Computer Science	8	90	Online	Jan-22
ENGINEERING				
Certificate in Introduction to Automation Engineering	7	15	F2F	Jan-22
Bachelor of Science in Construction Site Management	7	60	Blended	Sep-21
Bachelor of Science (Hons) in Construction Management*	8	60	Blended	Sep-21
Certificate in Biomedical Engineering (Postgraduate)	9	30	Blended	Sep-21
Certificate in eZEB Design (Postgraduate)	9	30	Blended	Sep-21
SCIENCE				
Certificate in International Regulatory Affairs (Postgraduate)	9	10	Blended	Jan-22
Certificate in Advanced Analytical Techniques (Postgraduate)	9	30	Blended	Sep-21
HUMANITIES				
Certificate in Culinary Skills	6	60	Blended	Sep-21
Bachelor of Arts in Culinary Arts	7	60	Blended	Sep-21

Course marked with an asterisk () are new / amended courses and are subject to a validation process within WIT. Only following successful completion of this validation process would these courses be opened for applications.

Cost

Courses are fully-funded for the unemployed, previously self-employed and people returning to the workplace. For employed people **level 6 Courses are 100% - funded** and **Level 7 - 9 courses are 90% - funded**.

Virtual Open Evenings

Come along to our Virtual Open Evenings on:
Weds 16th June 6.30 - 7.30 pm
Weds 25th August 6.30 - 7.30 pm
 and talk through your options with our experts.
Register your interest at
www.wit.ie/springboard and we will send you a reminder nearer the event.

Talk to Us

Phone:
 Lorraine Quirk 051 834127
 Joan Mangon 051 302849
Email:
springboard@wit.ie

Springboard is co-funded by the Government of Ireland and the European Union



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Waterford
Wexford
Training Services

SPACES STILL AVAILABLE ON THE BELOW TRAINING COURSES

REF	COURSE TITLE	PROVIDER	LOCATION
301863	Warehouse Operative	Waterford Training Centre	Dungarvan
290931	Information Technology Applications L3	Waterford Training Centre	Waterford
305695	Multimedia WTS	Waterford Training Centre	Waterford

**ALL OF THE ABOVE COURSES ARE
ORGANISED AND DELIVERED BY THE WWETB**

**TO VIEW ALL TRAINING OPPORTUNITIES AND COURSE PROFILES PLEASE LOG
ONTO**

WWW.FETCHCOURSES.IE

**CONTACT THE RECRUITMENT DEPARTMENT
ON 051 301 555
IF YOU ARE INTERESTED IN ANY OF THE ABOVE COURSES**



Course Description

This is an 11 week full time course. This course is designed to enable the learner acquire the knowledge, skill and competence to operate effectively and safely as an operative in a warehouse and/or logistics environment under direction. On successful completion of the programme, learners may progress into higher education and training or to employment.

CERTIFICATION

Upon successful completion of this course, the learner will receive at:

RTITB ID Card/Certificate of Competency in Counterbalance Forklift Truck Skills

RTITB ID Card/Certificate of Competency in Reach Truck Forklift Truck Skills

RTITB ID Card/Certificate of Competency in Power Pallet Truck Skills

QQI Level 5 Component Certificate in Warehousing (5N2725)

COURSE MATERIALS

All course materials will be supplied.

COURSE CONTENT

List of modules covered in this course are:

Induction

Warehousing 5N2725

Safepass

Counterbalance Forklift Truck Skills - RTITB

Reach Forklift Truck Skills - RTITB

Power Pallet Truck Skills - RTITB

Career Planning & Job Seeking Skills

JOB OPPORTUNITIES

Learners who successfully complete this course may seek employment in a warehouse or logistics environment across almost every sector. Learners can perform an array of duties such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, managing, organising and retrieving stock.

LEARNER ENTRY REQUIREMENTS

Education: Open to all. Learners must be over 18 years of age.

Aptitude: Good Hand/Eye co-ordination, good spatial aptitude.

Previous Experience: No previous experience required, however some Forklift experience preferred.

Special Requirements: Good vision is essential.



NEXT COURSES

Course starting
2021

For further details contact

051-301500

087-1958761

or

recruit@wwetb.ie



FURTHER EDUCATION & TRAINING COURSE HUB

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

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

TO VIEW ALL COURSES AVAILABLE PLEASE LOG ONTO:

WWW.FETCHCOURSES.IE

SELECT LOCATION AS ONLINE

Examples of courses to choose from include :

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

ON-LINE AND TELPHONE TUTOR SUPPORT AVAILABLE FOR DURATION OF TRAINING

FOR MORE INFORMATION PLEASE CONTACT:

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

CLIENTS OF THE DUNGARVAN/LISMORE LOCAL EMPLOYMENT SERVICE

PLEASE CONTACT YOUR CASE OFFICER – NIAMH KUHNE – 058 44077

UPCOMING TRAINING IN DUNGARVAN & WATERFORD THROUGH WATERFORD TRAINING CENTRE



FURTHER EDUCATION &
TRAINING COURSE HUB



Ireland's European Structural and
Investment Funds Programmes
2014-2020
Co-funded by the Irish Government
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About FET Course Finder Types of Courses Grants & Allowances Adult Education Guidance

Sign in Register

Home > Course Finder

REF	COURSE TITLE	PROVIDER	LOCATION	STARTS
Q97	Safepass	Waterford Training Centre	Dungarvan	17/08/2021
12109 / 12107 / 12105	TIG Welding / MIG Welding / Manual Metal Arc Welding	Waterford Training Centre	Waterford	06/09/2021
11525	Delivery Driver Category B Licence	Waterford Training Centre	Dungarvan	27/09/2021
09429	First Aid Responder PHECC	Waterford Training Centre	Dungarvan	04/10/2021
Q97	Safepass	Waterford Training Centre	Dungarvan	05/10/2021
07145	RTITB Forklift Truck Operator	Waterford Training Centre	Dungarvan	11/10/2021
09795	Palliative Care	Waterford Training Centre	Waterford	11/10/2021

PLEASE NOTE THE ABOVE COURSE START DATES ARE SUBJECT TO CHANGE

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

**TO VIEW ALL TRAINING OPPORTUNITIES AND COURSE PROFILES PLEASE LOG ONTO
WWW.FETCHCOURSES.IE**

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

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

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



An Roinn Coimirce Sóisialaí
Department of Social Protection

