

THIS WEEKS JOB VACANCIES

30th June 2021

THIS JOB VACANCY PACK CAN ALSO BE VIEWED ONLINE @

WWW.WLP.IE

UNDER Jobseeker & Employer Tab

Hit Local Job Adverts

For daily Job Vacancy Updates

Follow us on Facebook - County Waterford LES

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

JOBSEEKERS CAN CONTACT US VIA:

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

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

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

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



Multi Media Journalists

Full-Time

Attractive salary package

Ireland's largest regional publisher, Iconic News is searching for talented journalists to join its expanding editorial team throughout the country. Our local news sites have grown spectacularly, accounting for more local content than any other media group. We are continuing to grow, driving forward on our digital success and creating new positions in our digital hub and throughout our group.

These exciting new roles will see multi media journalists work in central and local teams - providing breaking content in news, sport and entertainment.

Ideal candidates must be up for the daily challenge of giving our readers the very best in local content, just as they have come to expect from our trusted news brands for generations.

A strong news sense, a nose for a story and the ability to tell that story in a variety of ways are the very basics of these roles. With a passion to succeed and the desire

Nationwide

to break that exclusive, you will become a key member of our editorial team.

Applicants should have third level qualifications in relevant media courses.

We are looking for a self-starter who can:

- Demonstrate excellent reporting skills and deliver fresh and engaging content
- Engage our fast-growing online audience through the use of video and audio
- Use social media in a dynamic way to distribute and source news, and help grow our online community.

The closing date for applications is Friday, July 9, 2021.

To apply, please email
brian.keyes@iconicnews.ie
including a covering letter, CV
and samples of your work.

iconic

CARER/COMPANION REQUIRED

For overnight stays with
elderly lady in the Cashel area.

Accommodation provided.

Replies to Box No: 800
C/o The Nationalist, Queen Street,
Clonmel, Co. Tipperary.

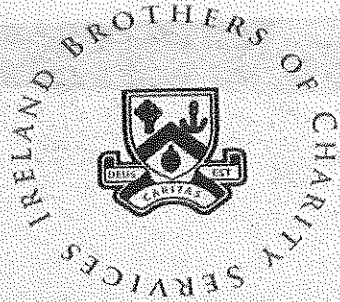
RIGID HGV DRIVER REQUIRED

Clean C Licence.

Multi Drop Deliveries.

Based in Cashel Serving Tipperary.

Contact Michael or Seamus on 062-65901



JOIN OUR TEAM

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



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

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



GENERAL OPERATIVE POSITION

Full time position with a busy family owned food business in a vibrant team of more than 20 in the Moyglass area of Tipperary.

Candidate Should Have:

- Experience in food or pharmaceutical industry
- Enjoy working in a dynamic environment
- Attention to detail
- Be available from 7am

Please email jobs@cashelblue.com for an application form and further information.

Closing date for receipt of applications Saturday 10th July.

Cashel Farmhouse Cheesemakers is an equal opportunities employer.

FINANCIAL ADVISOR APPRENTICESHIP

CLONMEL

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

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

Financial Advisor Role

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

For more information see

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

Minimum Entry Level Requirements:

Be 18 years of age or older

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

FETAC Level 5 qualification holders*

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

Application Process and Timeframes:

Application submission with CV to: recruit@foh.ie

Application submission please submit by: 14/07/2021

Planned start date: Aug 2021 to be confirmed

Applications by email only

Canvassing will result in automatic disqualification



Ring a Link
1890 42 41 41

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

MINI BUS DRIVER

Full time/Part time

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

Min 1-2 years

Bus/Coach driving experience

Full Clean Irish Licence

Valid Digicard

Up to date with all CPC modules

Good track record.



Godolphin

YEARLING GROOM POSITION

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

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

Experience with thoroughbred yearlings is essential.

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

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

Please forward full C.V and references to

bkelly@godolphin.com

REF: Ballysheehan-IE

**The deadline for applications is
30th June, 2021**

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

Closing date for receipt of applications
Friday 9th July 2021

Ring a Link

Unit 4 Cillin Hill, Dublin Rd, Kilkenny

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

Munster Express
29/6/21



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

Panels for:
TRAMORE HOUSE
REGIONAL DESIGN OFFICE
ASSISTANT ENGINEER &
EXECUTIVE ENGINEER

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for the following panels;

Application Forms and Briefing Documents 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 no later than **4p.m. on Friday, 16th 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**

Position Available

Medical Secretary/Receptionist

City Centre GP Practice
Full Time / Part Time Position

Administration experience working in a similar position

Ability to manage multiple tasks concurrently and prioritise

Excellent interpersonal and communication skills

IT proficient

Self-motivated with an eagerness to learn and develop

Excellent attention to detail

reply with cv to thesurgery58@gmail.com

**Service Technician
& Co-ordinator**



Service Technician & Coordinator required

for Agri-Technology Supply Company based in Waterford.

Operations include the set-up and service of automated feeding and ventilation systems, store management, pricing, purchasing, and coordinating delivery of materials.

At a minimum, basic mechanical/technical knowledge of machinery and computer systems is required. An aptitude to develop technical skills will be backed up by systems manufacturers training.

Remuneration will depend on experience and ability, with good opportunity to progress.

Job will be based in Tramore, Waterford, and will include field work to customer farms and installations – service vehicle provided.

Please send CV with applications to
info@makeway.ie

Waterford News
+Star
29/6/21

Gaelscoil Phort Láirge, Ballygunner

Seeks applications for a

Part-time position as cleaner

The post of cleaner will involve 10½ hours per week.

Please send a letter/email of application, CV and references to the Principal, Gaelscoil Phort Láirge, Ballygunner, Waterford before Friday, 9th July.

Email to gsphortlairge@gmail.com

Tá post páirt aimseartha mar glantóir

le líonadh ag Gaelscoil Phort Láirge.

Beidh 10½ uair a chloig gach seachtain.

Seol litir, CV agus liosta moltóirí chuig an Príomh Oide, Gaelscoil Phort Láirge,

Baile Mhic Gonair, Port Láirge

roimh an Aoine, 9ú Iúil nó ríomhphost go

gsphortlairge@gmail.com

Dalton House Day Care Centre

Require a

General Operative

(30 HRS PER WEEK)

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

Closing Date for Applications is 05/07/21

Please send your CV to:

**The Manager,
Dalton House Day Care Centre,
Main Street, Gowran, Co. Kilkenny
or email: info@daltonhouse.ie**

Presentation Play School Ltd.

Committed to providing a quality and affordable service to parents and children of playschool age in a safe and caring environment.

Opening Hours: 9.00am - 1.00pm

CURRENTLY LOOKING FOR Relief Childcare Assistant

**MINIMUM LEVEL 5 QUALIFICATION
IN CHILDCARE REQUIRED**

Candidates must be available to start on September 1st, be flexible and available to work at short notice.

Apply with Curriculum Vitae to:

**Suzanne Rea, Manager
Presentation Playschool Ltd.,
Slievekeale Road, Waterford.
Tel. 087-6204077**

Closing date for applications: Friday, July 9th

Slievekeale Road, Waterford



KRSP
KILKENNY RECREATION
& SPORTS PARTNERSHIP
SPORT IRELAND

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

OFFICE ADMINISTRATOR -

Post Reference: KRSP OFFICE ADMIN

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

Part-time GOVERNANCE & FINANCE OFFICER -

Post Reference: KRSP GFO

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

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

To apply please submit a statement of suitability and CV marked Ref: KRSP OFFICE ADMIN or KRSP GFO to nicola@krsp.ie by 1pm Friday 9th July 2021.

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

Interviews will take place in Kilkenny City or by virtual means in line with Government advice in July 2021. Informal enquires to Nicola Keeshan up to 2nd July at 087 0516033.

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

KRSP is an Equal Opportunities Employer

These posts are subject to Sport Ireland funding.



SPORT IRELAND
LOCAL SPORTS PARTNERSHIPS

Kilkenny People
2/7/21

KILKENNY AGRI MACHINERY

General Manager

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

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

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

Essential Duties

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

Preferred skills and qualifications

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

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

or by post to

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



Fitzpatrick Insulation & Passive Fire Protection
are currently recruiting for full time

INSTALLERS & GENERAL OPERATIVES

Construction related experience
preferred but not essential as full training
will be provided

Applications to be sent by email to

info@fipfp.ie



QUALIFIED DENTAL NURSE

required for

**Kilkenny/Thurles
Orthodontic Practice**

We are seeking a warm,
friendly person with good communication
and computer skills.

E-MAIL application to

reception@ormondorthodontics.ie

**KILKENNY COUNTY COUNCIL
COMHAIRLE CHONTAE CHILL CHAINNIGH**

Applications are invited from qualified
persons for the following posts:



LIBRARIAN

[OPEN COMPETITION]

Competition Reference Number: 2021/P/O/A/15

Salary Scale:

The current salary scale for the position is **€43,633 to €52,401** (LSI2)

LIBRARY STAFF OFFICER

[OPEN COMPETITION]

Competition Reference Number: 2021/P/O/A/16

Salary Scale:

The current salary scale for the position is **€43,633 to €52,401** (LSI2)

**Panels will be formed from which Permanent and Temporary
vacancies may be filled.**

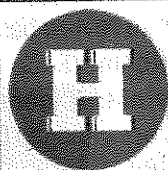
The closing date for receipt of completed applications is

5.00 p.m. Wednesday 14th July, 2021

Application Forms together with the Recruitment Guidance
Booklets can be obtained from Kilkenny County Council Website
[www.kilkennycoco.ie] or by e-mail [hr@kilkennycoco.ie].

**Kilkenny County Council reserves the right to shortlist
candidates having regard to the requirements for the posts,
as well as any information contained in the Application Form.**

KILKENNY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER



Harding

STONEYARD

EXPERIENCED

TRUCK DRIVER

**REQUIRED BY
HARDING STONEYARD**

Gowran, Co. Kilkenny

Competitive rates paid.

Crane & Machinery experience of benefit.

Please send your CV to

Colette@stoneyard.ie

Or call **056 7726177**

Kilkenny People
2/7/21

Kilkenny People
21/7/21

WINDGAP COMMUNITY DEVELOPMENT LTD. CLG trading as '**Windgap Community Centre**' and incorporating '**Lakeside Shop & Tea Rooms**' is a multi-purpose community centre located in the village of Windgap, Co. Kilkenny.

The Board of Management is seeking to appoint four staff members to support the implementation of a new Social Enterprise Business and Development Plan which will see the facility further develop as the hub of community and social activity in the area. These roles will be co-funded by the **Department of Rural & Community Development (DRCD)** under the **Community Services Programme** (subject to funding) and will be based at Windgap Community Centre.

1x Centre Manager—Salary €32,000 per annum (subject to review based on qualifications and experience)

1x Kitchen/Tea Rooms Supervisor/Chef—Salary €25,000 per annum (subject to review based on qualifications and experience)

1x Tea Rooms/Shop Assistant—Salary €21,000 per annum

1x Caretaker/Cleaner—Salary €21,000 per annum

Employer: Windgap Community Development Company Limited by Guarantee

Job Details: For full job details including Job Descriptions, click links below or email request to: windgapcommunitycentre@gmail.com or visit www.windgap.ie

Centre Manager

Kitchen/Tea Rooms Supervisor/Chef

Tea Rooms/Shop Assistant

Caretaker/Cleaner

Informal enquiries may be made by phone to 087 2147787

To Apply: Submit a detailed CV and Covering Letter by email to windgapcommunitycentre@gmail.com

Indicate the position that you are applying for and how you meet the requirements.

Apply by: Wednesday 14th July 2021 at 5:00pm

Windgap Community Development Ltd. is an equal opportunities employer

We particularly welcome applicants in receipt of Jobseeker's Benefit/Payment, Disability Allowance and other state payments

Kilkenny People
2/7/21



TERRADRIVE
PILING & FOUNDATIONS LTD

SITE OPERATIVE

Various Locations - Terradrive Piling & Foundations Limited
Immediate Start

Terradrive Piling Ltd. is seeking a number of site operatives for various sites throughout the country.

The successful candidates are expected to be efficient, hardworking, punctual and detail oriented and currently hold the following tickets/licenses:

- Safe Pass
- Manual Handling

Duties will include:

- Working as part of a small team on site;
- Working to a production schedule;
- Keeping good housekeeping standards in all areas;
- Operation of manufacturing machinery (training will be provided if required);
- Handling stock both manually and with the aid of special equipment;
- Maintaining highest quality standards;

- Following workplace health and safety procedures;

The Requirements & Responsibilities of the successful candidates are:

- Experience in the construction industry;
- Willingness to work away from home when required;
- Reliability and excellent time keeping;
- Be fully aware of Health and Safety requirements on site;
- Experience working with different construction tools;
- Be fully compliant with PPE requirements on site;
- Always communicate clearly and effectively;
- Comply with all Health Safety, HR and Environmental policies and procedures.

Normal working hours Mon-Thurs 8am-6pm, Fri 8am-2pm

Wage rate €17.00 p/hr

Covid Safety Induction will be provided.

Please apply in writing with your CV to tremayne@terradrive.ie

Kilkenny People
2/7/21



**OPTIMIZE
RECRUITMENT**

Community Playschool Manager

North County Kilkenny

A community playschool based early learning and care service that is managed by a voluntary Board of Management is committed to providing a consistent high quality early years learning service with an enriching curriculum in a nurturing environment.

The playschool provides the following services:

- Babies up to 18 months old.
- ECCE 1.
- ECCE 2.
- Toddlers.
- After schoolers.

The successful manager will have the following:

- Holder of a Level 7 or 8 in Early Childhood studies or equivalent. However, consideration will be given to Level 6 qualified candidates who have relevant experience.
- Detailed knowledge of Pobal, Tusla, Health and Safety and HACCP requirements.
- Good understanding of budgetary & finance management
- Excellent understanding of government and statutory requirements associated with childcare.
- Excellent IT & communication skills.

Full details available upon request.

For additional information and a confidential discussion contact:

Eoin on **056-7786631 / 087 0505417** or email **eoin@optimizerecruitment.ie**

All applications will be dealt with in the strictest confidence and your CV will never be released without your prior approval.

Kilkenny People
21/7/21



TERRADRIVE
PILING & FOUNDATIONS LTD

GENERAL OPERATIVE

Manufacturing Unit – Terradrive Piling Ltd.

Immediate Start

Terradrive Piling Ltd. is seeking a number of general operatives for the company's manufacturing unit in Carlow town, Carlow. The successful candidates are expected to be efficient, hardworking, punctual and detail oriented.

Duties as a general operative include:

- Working as part of a team in the precast concrete factory;
- Working to a production schedule for piles and ground beams, pouring concrete into moulds, lifting piles into position in the yard;
- Transporting pre-cast pile units and ground beam units from factory floor to yard and ensuring safe storage of units;
- Loading 40-foot trailers with product for delivery to site;
- Meet weekly production targets;
- Keeping good housekeeping standards in all areas;
- Operation of manufacturing machinery (training will be provided if required);
- Maintaining highest quality production standards;
- Following workplace health and safety procedures;

Normal working hours Mon-Thurs 8am-6pm, Fri 8am-5pm

Required

- Manual Handling

Desirable

- Forklift Operations • Abrasive Wheel
- Steel fixing • Concrete • Welding

Please apply in writing to tremayne@terradrive.ie



Nursery/Baby Sales Assistant - Waterford
SMYTHS TOYS -

Smyths Toys are recruiting!

Are you ambitious, hard working, energetic and reliable?

Smyths Toy Superstores are a rapidly expanding retailer specialising in toys, software, and nursery products. We are currently recruiting Temporary Nursery Sales Sales Assistants.

As a Nursery Sales Assistant, you will be expected to provide a high level of customer service, help your team achieve daily targets and ensure that the store is well stocked and well presented at all times*. Successful candidates will work as part of a fast-paced and dynamic team.

Our Stores are open 7 days a week and we need our Sales Assistants to be as flexible as possible to ensure that it succeeds. Weekends are our busiest trading days so it is likely that you will be required to work on these days.

This is a temporary contract.

If you think you have what it takes to become part of the Smyths Toys Superstores team please apply today!

Retail merchandising experience is desirable but is not essential.

APPLY VIA WWW.INDEED.COM

General Maintenance Operative

Aramark - Waterford, County Waterford
Full-time, Permanent

OUR MISSION

At Aramark, our mission is to enrich and nourish lives. Every day, we deliver an impact wherever people work, learn, recover and play. And we need talented, energetic, passionate people to help us do it.

YOUR ROLE

Aramark Workplace Solutions is currently recruiting for a **Mobile General Operative** to join our team providing nationwide coverage. The successful candidate will work with a major client ensuring SLA's and client needs are met on a daily basis.

****This is a full time and permanent role, working 40 hours per week, Monday to Friday.**

RESPONSIBILITIES

- Attend sites across the country performing maintenance tasks, minor fabric works and supporting project works
- Fulfil SLAs & reporting accordingly
- Liaise with customer, attending reactive calls
- Liaise as required with CMs
- Work as part of the planned maintenance team
- Complete works within stores in a safe manner
- Undertake painting, plumbing general building tasks
- Assist electrical & mechanical trade team

QUALIFICATIONS

- Good PC Skills and are willing to learn client systems.
- A good eye for detail
- The ability to work well under pressure
- Works to tight deadlines
- Excellent customer service and have dealt with difficult customers in the past
- Excellent English
- Full clean licence
- On site skills including plumbing, carpentry, flooring, general works

****To be considered for this role you will be redirected to and must complete the application process on the Aramark careers page.**

ABOUT ARAMARK

Aramark (NYSE: ARMK) is a leading service and solutions provider within the Northern Europe region. We proudly support clients, partners and customers in food, facilities management, property services, and retail solutions. Our work strives to contribute to a better world for both people and the planet, including commitments to engage our employees, empower healthy consumers, build local communities, source ethically, inclusively and responsibly, operate efficiently and reduce waste. Aramark employs over 16,000 people throughout Northern Europe.

All applications will be treated in the strictest confidence

Aramark Northern Europe is an equal opportunities employer

WE DREAM. WE DO.

APPLY VIA WWW.INDEED.COM

Receptionist & Sales Administrator
Auto Boland - Waterford, County Waterford

We are Hiring for a Receptionist in one of our busy Waterford Dealerships
Did you ever consider a career in the motor industry?

Would you like to work in a company where you can progress your career?

Do you want good work life balance?

A competitive salary?

We are currently recruiting for a Receptionist/Administrator to join our busy showroom. A friendly, efficient, confident disposition, both on the phone and in person, is a basic requirement. In addition, top class computer skills and a flair for detailed accurate work are essential. To fulfil this role, you need to have a strong customer focus and good time management skills. A certificate in Business Studies or equivalent is a distinct advantage. Full training will be provided. Salary will depend on experience.

Our Business allows you to interact with all the world's major car manufactures at an extremely exciting time when the industry is evolving into an intensive phase of where new technology will be developed & aligned to provide the solutions to allow the motor manufactures to meet the strict emissions levels set out by the governments of the world, this includes PHEV, plug-in electric vehicles, hybrid, fully electric vehicles, and other mobility solutions.

Criteria:

- A relevant Bachelor's Degree
- Customer service experience
- Good computer skills
- Excellent communication skills
- Marketing background desired but not essential

Detailed Responsibilities:

- Manage Reception Area
- Greet customers and deal with their queries
- Deal with incoming calls – log sales calls, take phone messages
- Check Answer Machine each morning
- Type up letters, quotations, emails as required for Dealer Principal and General Manager.
- Look after outgoing post – keep post book updated daily
- Order stationery, coffee & tea supplies, water etc.
- Log Trade-ins and Used Car Sales
- Process Change of Ownership and RF105's
- Used Car Warranty paperwork
- Deal with parking fines
- Register cars for customers and log details
- Keep Fuel Payments log and Petty Cash log
- Tax Contract Hire & Hertz cars as required. Look after tax renewals of same.

- Maintain calendarized record of all tax renewals for Company Demonstrators to ensure timely renewal.
- Notify Hertz of additional cars to fleet.
- Apply for duplicate paperwork at VRO.
- Do up weekly 'Thank you' letters for New & Used Vehicles.
- Complete 'New & Used Vehicle' customer sheet and make calls

Advertising

- Update Used Car Lists, Window Sheets & Photos daily
- Print Used Car lists
- Update Car zone & websites with stock changes or other changes if necessary.
- Put price changes & additions on Kerridge
- Create advertisements and promotional documentation for dealership.
- Input ads into daily and weekly papers.
- Query any issues with National and Local Advertisements.
- Send all proof and advertisements to media formats (newspapers, magazines, radio) for quotation.
- Agree prices, proofs, and frequencies for advertisements.
- Provide relevant order numbers etc. for agreed advertisements.
- Give accounts payable order numbers for advertisements.
- Check advertisements are as per agreement and are accurate and printed well.
- Pass invoices on a weekly basis.
- Post advertising invoices at month end for Accounts Department

Keep copies of all ads for quarter and compile listing of same.

APPLY VIA WWW.INDEED.COM

Security Officer
Ace Security - Clonmel, County Tipperary
Part-time
Urgently needed

We are recruiting for a part time security guard at a modern plant in Tipperary Town. 4 hours per day Monday to Friday. Uniform and security related training is provided.

PSA security licence is essential.

Job Type: Part-time

Schedule:

- Monday to Friday

Language:

- English both written and spoken (required)

Licence/Certification:

- PSA LICENCE (required)

APPLY VIA WWW.INDEED.COM

Medical Secretary/Receptionist

The Surgery, Waterford

Medical Secretary/Receptionist
City Centre GP Practice
Full Time / Part Time Position

- Administration experience working in a similar position
- Ability to manage multiple tasks concurrently and prioritise
- Excellent interpersonal and communication skills
- IT proficient
- Self-motivated with an eagerness to learn and develop
- Excellent attention to detail

Part-time hours: 40 per week

Application deadline: 5/7/2021

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

Apply via www.indeed.com



Customer Service Agent at Infosys-

Infosys BPM, Waterford, County Waterford • Temporarily remote
€10.20 an hour

You could be joining a global leader in next generation business process management services if you decide to join our team at Infosys

We offer the chance to work in a positive, supportive, and competitive environment. This could be the start of a promising and rewarding career with plenty of opportunities for career progression.

The role:

As a customer agent, you will be working for Infosys on behalf of our partners as frontline staff supporting our clients by delivering a high-level customer experience. To deliver the highest level of customer experience such skills as active listening, selective questioning, problem solving and showing empathy are required. All of these skills can be acquired during your supportive pre live training environment which consists of 5 weeks classroom-based learning along with a 7-week nesting period.

There are many benefits to working at Infosys:

- 29 days holiday (includes 9 statutory days entitlement)
- Permanent contracts
- High energy and dynamic work environment
- Culture for promoting from within
- Learning and development platforms
- Global company with opportunities across many countries
- Opportunities to be involved and give back to the community
- Easily accessible site for all modes of transport
- Special staff offers – reduced rates with local stores and amenities
- Free employee assistance program
- PRSA pension scheme

The part you will play within the Infosys team:

- You will be front line support for our clients
- Use the systems and tools available to effectively handle client's queries
- Strive to achieve and maintain service level statistics

- Maintain a high level of first call resolution and quality assurance.
- Contribute to overall team performance within your specialised department

Personal success profile:

- Customer focused: Having a passion to provide an exceptional service to clients by exceeding expectations
- Proficiency with technology and how to apply it to solving problems
- Confident telephone manner with strong communications skills
- Fluency in English is a prerequisite for this role
- Positive attitude: seek a positive side to every situation, being proactive both in thought and action.
- Integrity: Ability to handle confidential information displaying values that enable decisions to be made in a fair and honest manner
- Quick Thinker: Having the ability to interpret and respond to information using logical thinking to provide an appropriate and timely response
- Team Player: resourceful, with the ability to work collaboratively with leaders and the wider team
- Experience promoting and/or selling products and services to fit the needs of each client
- Strong attendance, performance and adherence to policies are essential for this role

Hours of Operation: Monday to Sunday from 13.00-02.00: at the moment most shifts take place between the hours of 14.00-22.00.

Rate of pay: Training hourly rate is €10.20. Hourly rate after training starts at €10.50. Hours worked from 22:00-02:00 is €13.26 per hour

Location: Ability to work from home right now and from our new office in Waterford City once Covid restrictions are lifted.

FULL TIME Positions only

YOU MUST BE OVER 18 TO APPLY FOR THIS ROLE

Benefits:

- Sick pay
- Wellness program

Schedule: 8 hour shift

Education:

- Leaving Certificate (preferred)

Work remotely:

- Temporarily due to COVID-19

Apply via www.indeed.com

Receptionist/Administration Assistant-

Mooncoin Residential Care Centre, Mooncoin, County Kilkenny

Urgently needed

Mooncoin Residential Care Centre has a requirement for an experienced Receptionist/Administration Assistant.

We are seeking an energetic, self-motivated and organised individual who would like to join a fast-paced team. Applicants with previous office & accounts administration experience will be considered.

Benefits of working for Mooncoin Residential Care Centre:

- Induction Training
- Training and Development
- Caring and Supportive Work Environment
- Free on-site Parking

Responsibilities and duties will include but are not limited to:

- Meet and greet residents and visitors and offer refreshments upon their arrival.
- Answer the telephone, transfer calls, record messages and schedule meetings/viewings as required.
- Dealing with all general enquiries from staff, patients, visitors and other members of the public.
- Ensure all enquiries are answered and resolved in a timely, professional and efficient manner and recorded electronically.
- Deliver post, and newspapers to residents and staff.
- Acceptance and delivery of flowers, gifts etc for residents/staff.
- Maintain all records for the Nursing Home including: employee and resident details (ensuring all requisite documentation has been completed), payroll related reports, fees, payment records and petty cash in line with company policy.
- Create and process all supplier and customer invoices/receipts and lodge payments as per company policy.
- Update occupancy records daily.
- Inform HSE of all admissions, discharges and RIP's.
- Prepare orders for monthly prescriptions from GP's.
- Place monthly stationary order and maintain stock itinerary.
- Compile data for monthly report for Person in Charge.
- Create and update meeting agendas, minutes and documentation.
- Update staff and residents information boards as required.
- Support and assist colleagues in the administration of event coordination/special projects, may be called upon to assume responsibility for same.
- Maintain attendance/annual leave records for all staff via Time Management System (TMS).
- Custody and distribution of keys held in reception to staff/ancillary personnel.
- Ordering taxis as required in accordance with company procedure.
- Contacting ambulance control to transfer patients to other hospitals.
- Responding to all alarm systems in the reception area.
- The acceptance of all orders/deliveries and ensure they are received by the appropriate department.
- The ability to plan and organise own workload in an effective and methodical manner within strict deadlines.

Eligibility Criteria

Each candidate must have:

Obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme.

Or

Passed an examination of at least equivalent standard.

Or

Satisfactory relevant experience which encompasses demonstrable equivalent skills

- Qualification in Business/Marketing/Administration is desirable.
- In pursuit of a third level degree or vocational course in the areas of business studies, administration and/or marketing is preferable.

Skills and Experience:

- Proficient in MS Office packages.
- Previous administration experience required.
- Previous experience in Time and Attendance Systems & Account Software desirable
- Proven track record of building and sustaining effective and professional working relationships.
- Knowledge of general office practices and procedures.

The ideal candidate will be/have:

- Excellent manner on the phone and in person
- Excellent presentation, time-keeping and attendance
- Experience working in a previous reception role is essential
- Experience working in a Healthcare unit is beneficial
- Excellent IT and communication skills
- Commitment to providing a quality service
- Strong numeracy skills, including the ability to analyse data
- The ability to work in line with relevant policies and procedures

If you meet the above requirements and have a caring and compassionate nature we want you!

Application deadline: 12/7/2021

Expected start date: 5/7/2021

Benefits: On-site parking

Schedule: Monday to Friday

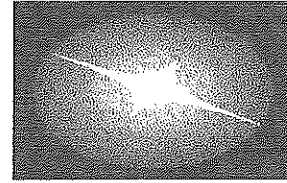
Ability to commute/relocate:

- Mooncoin, County Kilkenny: reliably commute or plan to relocate before starting work (preferred)

Education: Leaving Certificate (required)

Experience: Reception: 3 years (preferred)

Apply via www.indeed.com



General Operative

BUILDING STAFF SOLUTIONS, Waterford

BSS are looking for General Operatives to join our team in Waterford

Duties:

- Work in a fast-paced environment
- Working as part of the team to optimise the workloads.
- Adhering to all company and site-specific welfare and safety requirements and regulations.
- Any other reasonable and relevant duties as requested by your Manager, necessary to meet the ongoing needs of the company

Requirements:

- Valid Safe Pass
- Manual Handling (training can be provided).
- Min 2 yrs experience
- Excellent timekeeping.
- CIF Covid Card.

If interested send a copy of your CV

About Us

At BSS, we want to do things a little different from the average labor hire company. Getting a new job today may be your priority and we will work with you to provide this, but once your employment has commenced, we are committed to helping our workforce development to the next stage in their career path too. We provide in-house training courses, all free, and block purchase external courses that are available to all BSS operatives at a fraction of the market value. Whatever position you see yourself working in over the coming years, BSS will strive to help you get there. Our goal is to provide long term employment where possible. As your current project comes to a close, we will be actively looking at other projects in your location to help keep you moving. You can review our Privacy Notice [here](#).

Job Types: Full-time, Contract

Apply via www.indeed.com

Cleaner

40 hours per week - €11.20 an hour

Compass Group

As a Cleaner, you are at the heart of our operation and we are looking for individuals who share our energy and passion and will contribute to our ongoing success.

You'll be working in a team full of fantastic people as a Cleaner. After all, who doesn't dream about coming into work, doing what they love and spending time with friends?

Duties:

To carry out the various daily, weekly & periodic cleaning duties required under the contract service level agreement and follow the cleaning schedule as directed by your line manager

To ensure you are aware of & comply with all client & company health & safety procedures and standards at all times e.g. COSHH, uniforms & PPE, Manual handling, Fire procedures

To ensure that any health & safety hazards, issues, near misses & accidents are reported to your Manager at the earliest opportunity

To maintain a clean, safe & hygienic working environment at all times

To achieve the relevant cleaning quality & productivity targets

Cleaning duties are physical activities which will include pushing cleaning trolleys, manual handling and using cleaning equipment in line with health & safety training

To actively participate in any team meetings & training as required by sharing your knowledge & experience with other team members

To follow the company cleaning procedures whilst seeking opportunities to do things better, raising suggestions with your line manager to ensure we continuously improve our operation .

To ensure all equipment provided is used, maintained & stored correctly in line with the operating instructions and company procedures & report any defects to your Line Manager

To comply with any reasonable requests made by your Line Manager including working in areas other than those to which you are accustomed

Who you are:

Essential:

High standards of personal hygiene

High standards of customer care

Desirable:

Experience of working in a similar role

Knowledge of COSHH

Who we are:

Compass Group Ireland offers the best of both worlds – being empowered by a strong, global organisation, whilst maintaining the personal touch of a small company adept at tailoring ideal catering solutions for each and every one of our clients.

Big Company strength with a small Company feel.

We're proud to be part of Compass Group PLC – a global and successful FTSE top 25 company. Each year over 500,000 Compass colleagues serve 5 billion meals in more than 50,000 client locations in 50 countries.

We are an equal opportunity employer, we celebrate diversity and are committed to building an

inclusive environment for all employees.

Please note that we reserve the right to remove this advert prior to the advertised date, dependent on the level of response received. You are therefore advised to apply at your earliest convenience.

Based in E91T 862

Compass exclusive offers with Perks

Access to a wide range of programs to train and develop you

Apply via www.indeed.com

Forklift Driver

Glenpatrick Spring Water, Clonmel, County Tipperary

€10.20 an hour

Apply Now

Urgently needed

Glenpatrick Spring Water are currently hiring Forklift Drivers across various shifts.

Glenpatrick Spring Water is in a growth phase and currently expanding.

We are looking for dynamic, high energy candidates to join our organization. You will be working with a team under the supervision of as Line Coordinator. You will receive a full induction as part of this process.

Glenpatrick believes in professional development and from time to time may have openings in alternative areas.

Wage : €10.20 per hour/Shift Rate/Forklift Allowance

Expected start date: 1/7/2021

Apply via www.indeed.com

Full-Time, Stockroom Assistant

DID electrical, Waterford, €10.20 an hour

We are currently recruiting for a Full time stockroom assistant for our Waterford store. The candidate is required to be fully flexible to cover daytime, last nights and weekends. Previous Stockroom experience is required.

In this role you will assist the Sales team in delivering excellent customer service within a faced paced environment.

Merchandising

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

Security

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

General

- Assist management in monitoring product lines.
 - Unloading of stock deliveries
 - Organising stock room
 - Offering assistance to customers
 - General house-keeping duties
- Attend company training sessions.
- Update pricing daily as per company memo.
- Follow all health and safety guidelines as directed by the company

Schedule:

- Monday to Friday
- Weekend

Apply via www.indeed.com

** Apply Via jobs.ie **

FIND A JOB

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JOB TALK

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Q Job title, Skill or Company

📍 Location

[<< Return to Job Search](#)**Customer Service Advisor**

Emerald Contact Centre

📍 Waterford, County Waterford, Ireland

€ €21,567 per annum

📅 Permanent | Full Time

🕒 Today



Login or register to apply

Description

Company Details

Our **Customer Solutions Specialists** are responsible for providing quality customer sales and service via phone by utilizing exceptional communication skills (INBOUND CUSTOMER SERVICE)

****Work in our lovely offices or work from home - we will let you chose****

Strong attendance, performance and adherence to policies are not a desirable, **they are an essential here**. We take this seriously. In return, we can offer a relaxed environment, supportive managers, open door policy, along with a competitive salary, pension scheme, free onsite car parking, employee reward incentives and many employee wellbeing initiatives.

Hours of work currently are between Monday to Saturday ranging on a rotation from 1-9pm, 2-10pm, 3-11pm & 5pm to 1am

What you will be doing:

- Using existing procedures to solve routine or standard customer inquiries; receives instruction, guidance and direction from others as needed;
- Navigate through appropriate customer service systems and tools in a timely manner while servicing the customer (CRM application is the primary tool);
- Maintain quality scores and call center metrics;
- Inform customers of promotions and new or upgraded products;
- Explain product options and related charges clearly and concisely;
- Maintain a high level of first call resolution and quality assurance.

What we need from you:

- 1-2 years' prior customer service experience - **essential**
- Leaving Certificate (or equivalent)
- Strong verbal communications skills including diction, grammar and tone - **essential**
- Ability effectively and clearly communicate with customers under circumstances requiring tact and diplomacy

Pg 1

- Self-motivated, upbeat, consultative demeanor, combined with a high energy level
- Ability to handle confidential information
- Ability to navigate multiple applications / systems in several environments.

The Good Stuff:

- €11.06per hour starting
- 5% hourly rate increase annually, based on performance
- Incentive option based on performance
- Company pension scheme: 3% of hours worked

Please do not suffer from imposter syndrome. We hire for attitude and drive. It doesn't matter if you have no previous contact centre experience. This should not put you off applying to us. Any form of previous customer service experience will get us interested.

Our employees are our rockstars, and we are grateful for each and every one of them. Would you like to be one of them?

Skills:

Customer Service good listening skills Problem Solving


Benefits:



pension EAP Incentives


[Login or register to apply](#)


Recommended Jobs






Receptionist & Sales Administrator



 AutoBoland Group
 Waterford





Retail Sales Assistant - Part Time, Waterford


 Zevas Communications Ltd.
 Waterford



Car Sales Support Staff


 Bolands
 Waterford

Don't Miss Out
We can email you jobs like these

OK

By clicking ok you accept
our terms and conditions

Pg 2

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General Operative

Dawn Pork & Bacon

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Permanent | Full Time

🕒 1 Day Ago

[Apply Now](#)

Description

Company Details

Role Summary:

Dawn Pork & Bacon produces high-quality pork, locally sourced from carefully selected and sustainable stocks. Our state-of-the-art facility is fully customised to process and deliver Pork Cuts that satisfy a broad range of customer specifications.

We are seeking reliable and hardworking **General Operatives** to join an industry leader that provides opportunities for training and progression to the right candidates. Entry-level, semi-skilled & advanced positions available.

The successful candidate will:

- Work as part of a team on a production line to cut, trim, and pack a number of pork products from pork carcasses.
- Maintain good housekeeping and food safety standards.
- Be willing to follow work instructions.
- Be competent and be able to complete tasks in a safe manner.
- Demonstrate an ability to follow quality guidelines and procedures.
- Must be flexible and be able to meet deadlines.
- The ability to demonstrate knife skills would be advantageous.
- Team player

* Apply Via jobs.ie *

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 Job title, Skill or Company

 Location


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Store Assistant (Carrick, On, Suir)

Aldi Stores (Ireland) Ltd

 Carrick-On-Suir

 Not Disclosed

 Permanent | Full Time

 1 Day Ago



Login or register to apply

Description

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


Company Details

Recommended Jobs



Store Assistant (Thurles)

 Aldi Stores (Ireland) Ltd

 Tipperary





etb
 Education and Training Board
 Carrick-on-Suir, Clonmel & Waterford

***Training Opportunities for 2021
 Carrick-on-Suir, Clonmel & Waterford
 *See also online courses available with the ETB****

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
30th Aug 2021	Business Studies – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
Sept 2021	Employment Skills (QQI Level 4) – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
7th Sept 2021	Bread Pastry and Desserts(QQI Level 3) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
7th Sept 2021	Computer Literacy & Internet Skills (QQI Level 3) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
7th Sept 2021	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	10 Weeks – Part Time
7th Sept 2021	Home Repairs & Maintenance (QQI Level 4) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
7th Sept 2021	Horticulture (QQI Level 4) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
9th Sept 2021	Care of the Older Person (QQI Level 5) – BTEI	<i>Carrick-on-Suir</i>	8 Weeks – Part Time
13th Sept 2021	Spreadsheets (QQI Level 5) – BTEI	<i>Carrick-on-Suir</i>	10 Weeks – Part Time Evenings
14th Sept 2021	Information & Communications Technology (QQI Level 4) – BTEI	<i>Carrick-on-Suir</i>	32 Weeks – Part Time
Sept 2021	Early Childhood Care & Education(QQI Level 5) – BTEI	<i>Carrick-on-Suir</i>	30 Weeks – Part Time Evenings
6th Sept 2021	Training Delivery and Evaluation	<i>Clonmel</i>	10 Weeks – Evenings
14th Sept 2021	Quality & Good Manufacturing Practice	<i>Clonmel</i>	10 Weeks – Evenings
4th Oct 2021	Medical Administration (Traineeship)	<i>Clonmel</i>	52 Weeks – Full Time

5th Jul 2021	Professional HGV Training Programme (Traineeship)	<i>Waterford</i>	30 Weeks – Full Time
19th Jul 2021	Essential Skills in Classic Car Restoration	<i>Waterford</i>	20 Weeks – Full Time
9th Aug 2021	Diploma in Women's & Men's Hairdressing	<i>Waterford</i>	39 Weeks – Full Time
6th Sept 2021	Infection Prevention and Control	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Barista & Bartending Skills Traineeship	<i>Waterford</i>	27 Weeks – Full Time
6th Sept 2021	MIG Welding	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Welding	<i>Waterford</i>	22 Weeks – Full Time
6th Sept 2021	Manual Metal Arc Welding (EN Certified)	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Delivery Driver (B Licence)	<i>Waterford</i>	9 Weeks – Full Time
7th Sept 2021	ICDL (International Certificate of Digital Literacy) old ECDL	<i>Waterford</i>	13 Weeks – Evenings
7th Sept 2021	Start Your Own Business	<i>Waterford</i>	10 Weeks – Evenings
7th Sept 2021	Training Delivery & Development	<i>Waterford</i>	10 Weeks – Evenings
11th Sept 2021	Manual and Computerised Payroll and Bookkeeping	<i>Waterford</i>	17 Weeks – Evenings
13th Sept 2021	An Introduction to the Pharmaceutical Industry Night Class	<i>Waterford</i>	5 Weeks – Evenings
14th Sept 2021	Reception & Frontline Office Skills	<i>Waterford</i>	11 Weeks Evenings
20th Sept 2021	Construction Ground Work Skills	<i>Waterford</i>	10 Weeks – Full Timea

11th Oct 2021	Palliative care	<i>Waterford</i>	5 Weeks – Evenings
10th May 2021	Beauty Therapist Traineeship	<i>Waterford</i>	57 Weeks – Full Time
27th Oct 2021	An Introduction to the Pharmaceutical Industry	<i>Waterford</i>	5 Weeks – Evenings

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

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

Please contact:

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

Or

Christine Rockett (Administrator)

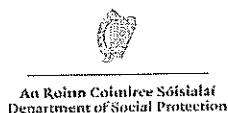
At

Local Employment Service

Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516

Email: eastwaterford.les@wlp.ie





QQI
Quality Standard for Qualifications Ireland
Boslaíocht Chomharthaíocht agus Cúrsaíocht Éireann

TIPPERARY EDUCATION AND TRAINING BOARD

Back to Education Initiative

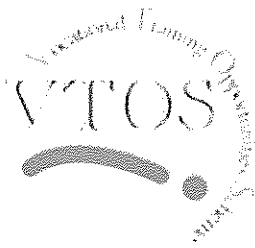
Part-Time Courses starting September 2021

CARRICK ON SUIR

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

* Contact

Annie Dalton (Employment Guidance officer) at the
Local Employment Service, Carrick-a-Suir for more details
Tel: 086- 035 8613 / 051-649516
Email: annie.dalton@WLP.ie



Business Studies

QQI Level 5

Start Date September 2021

Modules:

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

LEARNING OUTCOMES:

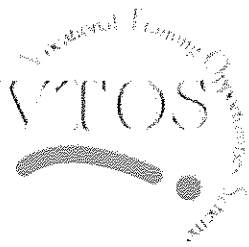
The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work independently and under supervision in a range of business sectors and contexts and or to progress to further and or higher education and training.

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

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

Tel: 086-0358613

Email: annie.dalton@wlp.ie



Employment Skills

QQI Level 4

Start Date September 2021

Modules:

Communications · Customer Service

Teamworking · Career Planning

IT Skills · Retail Sales Techniques

Computer Applications · Work Experience

Workplace Safety · Entrepreneurial Skills

Retail Payment Procedures · Reception Skills

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

LEARNING OUTCOMES:

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

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

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

Tel: 086-0358613

Email: annie.dalton@wlp.ie

Free “Online” Training Courses

Course Title	Duration
Windows Server Administration Fundamentals (11664)	16 Weeks
Database Fundamentals (11689)	16 Weeks
Software Testing – ISTQB Certified Tester Foundation Level (09408)	26 Weeks
Project Management – Certified Associate (PMBOK) (N40)	26 Weeks
Windows Operating Systems Fundamentals (11595)	16 Weeks
Software Development Fundamentals (11688)	16 Weeks
Networking Fundamentals (11666)	16 Weeks
Windows Security Administrator Fundamentals (11665)	16 Weeks
ECDL (09857)	26 Weeks
Visual Communication using Adobe Photoshop (07465)	26 Weeks
Java Foundations Certified Junior Associate (07573)	26 Weeks
Graphic Design and Illustration using Adobe Illustrator (08449)	26 Weeks
Print & Digital Media Publication using Adobe InDesign (08464)	26 Weeks
PRINCE2 Foundation (09941)	26 Weeks
Java Associate Developer SE8 (09599)	26 Weeks
Java Professional Developer SE8 (09859)	26 Weeks
Microsoft Office Specialist Excel 2016 (09667)	26 Weeks
Introduction to Programming using Python (10054)	26 Weeks
CompTIA Security + SYO-501 (09665)	26 Weeks
Programming using JavaScript (Microsoft Technology Associate) (09781)	26 Weeks
CompTIA Network+ (09850)	26 Weeks
Microsoft Word 2016 (09733)	26 Weeks
Microsoft PowerPoint 2016 (09757)	26 Weeks
Changing Digital Marketing Professional (CDMP)	26 Weeks
Microsoft Access 2016 (09875)	26 Weeks
Microsoft Excel Expert 2016 (11384)	16 Weeks
Introduction to Programming using HTML and CSS (10146)	26 Weeks
CompTIA A+ Core Series(11487)	26 Weeks
Programming in HTML with Javascript and CSS (11575)	16 Weeks
Microsoft Word Expert 2016(11652)	16 Weeks

****If you are interested in any of the above online courses please contact us at:***

Local Employment Service, Nano Nagle Centre, Carrick-on-Suir, Co. Tipperary

Tel: 051-649516/ 086-7870874/086-0358613*

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

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

Community Employment Scheme (CE)

Vacancies

Receptionist CE Scheme - Sean Kelly Sports Centre

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

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

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

Caretaker CE Scheme, Community Hall, Carrick-beg

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

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

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

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

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

Housekeeper CE Scheme – Sean Kelly Sports Centre

As part of the cleaning team the successful candidate will complete a range of both reactive and scheduled cleaning duties in order to ensure an excellent standard of hygiene is maintained throughout the facility. Full training will be provided. Duties to include but not limited to: Deep cleaning of the changing rooms, toilets, showers and wet facilities. Cleaning of the gym, gym equipment and aerobics room. Cleaning of the receptionist area, landing, kitchen and first aid room.

Maintenance Person / Groundsperson CE Scheme - Rathgormack Hiking Centre

Indoor and outdoor maintenance at Rathgormack Hiking Centre.

Caretaker CE Scheme, Portlao

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.

Grounds / Maintenance Worker CE Scheme (Owning Homes)

To assist with the general maintenance and upkeep of Owning Homes Retirement Village and surrounding areas. Cutting Grass, Litter Control, Strimming, Cutting Hedges, Painting etc Locations : Owning Homes, Owning, Piltown, Co. Kilkenny.

Administrator CE Scheme – Piltown

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

Grounds and Maintenance Worker CE Scheme- Piltown

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

Grounds and Maintenance Worker CE Scheme - GAA Complex Piltown

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

Kitchen Assistant CE Scheme – Owning

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

***If you are interested in any of the above CE Scheme's please
contact Annie Dalton (Employment Guidance Officer) about how to
apply, Tel/Text: 086-0358613/ Tel: 051-649516 or email
annie.dalton@wlp.ie***