

# THIS WEEKS JOB VACANCIES

## 7th July 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

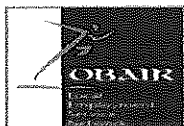
**EMAIL:** annie.dalton@wlp.ie / christine.rockett@wlp.ie

**LOCAL EMPLOYMENT SERVICE**

**SUPPORT SERVICE FOR THE UNEMPLOYED**

**Nano Nagle Community Resource Centre, Carrick-on-Suir, Co. Tipperary**

**Tel: 051-649516**





## GLEESON PRECAST

Golden, Cashel,  
Co. Tipperary

We currently have a vacancy for a:

### DISPATCHER/ OFFICE PERSON

**Duties will include:**

- Scheduling deliveries of our products
- Processing dockets for our ex works trade
- Taking customer orders
- Dealing with customer queries
- Managing tachographs and driver cards
- General office duties, as required

**The successful candidate will:**

- Have a friendly and outgoing personality
- Have an ability to work as part of a team
- Have initiative and a desire to assume responsibility

This is a full-time position and gives the successful candidate an opportunity to progress and grow within a growing family business.

Experience is an advantage but not essential, as full training will be provided.

Apply in writing, enclosing CV to:

**Bill Gleeson**  
Gleeson Precast  
Golden, Cashel, Co. Tipperary



## JOIN OUR TEAM

### CURRENT VACANCIES IN THE SOUTH TIPPERARY SERVICES

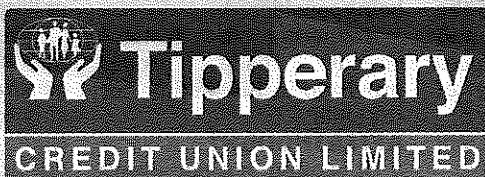
**PERMANENT STAFF NURSES**

**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/](http://www.brothersofcharity.ie/southeast/)



(An equal opportunity employer)

Tipperary Credit Union, a modern, progressive, and successful credit union, with over 21 members and €160 million in assets, invites applicants to apply for the following position:

## **Clerical Officer – Teller and Administration** (Full Time, 1 year contract)

The successful applicant will be dealing with credit union member transactions at the counter, over the telephone, and online. Transactions include lodgements, withdrawals, loan applications, insurance, foreign exchange as well as other administrative and compliance duties.

The position will involve the successful applicant working 35.5 hours per week – 5 out of the 6 days Monday to Saturday rostered by Management. The position will be primarily based in our head office in Tipperary Town however working in, and travel between, our branch offices in Tipperary and Limerick may be required.

### **The Person**

- Applicants must have at least two years proven clerical officer experience in a credit union, banking, commercial or other financial services environment.
- Experience in dealing with members of the public is considered important for this position.
- A relevant third level education (Degree or Diploma) is desirable.
- Successful candidates must hold a recognised minimum competency qualification (such as a QFA, CUA, ACCUP, Pathways) or be prepared to undertake such a qualification if employed by Tipperary Credit Union.
- Computer literacy is essential, as well as good analytical, numeracy and writing skills.

Salary is negotiable, depending on qualifications and experience.

### **How to Apply**

Interested persons should apply to Tipperary Credit Union by email at [careers@tipperarycu.ie](mailto:careers@tipperarycu.ie) and attach a covering letter with curriculum vitae by close of business on Wednesday July 21st 2021.

A copy of our recruitment privacy policy is available at [www.tipperarycu.ie/careers](http://www.tipperarycu.ie/careers)

## **Part-Time School Secretary Required for Lisronagh National School**

The Board of Management invites applications for the position of Secretary, consisting of 17.5 hours per week (9.30am - 1.00pm), covering the school calendar year (42 weeks). The position is subject to a four month probationary period and satisfactory Garda Vetting.

### **The ideal candidate should have;**

- Secretarial experience.
- Excellent communication, interpersonal & organisational skills.
- Competency in maintaining financial accounts including wages, budgets, procurement and monthly financial reports.
- Excellent Word Processing, Excel and IT Skills.
- Experience in using online data platforms.
- Ability to write letters with fluency and accuracy.
- Experience in working in a child centred environment.

.....  
Applications with C.V. should be forwarded by  
Friday 16th July 2021, to Chairperson B.O.M.;

“Secretarial Position” C/o Fr. Peter Ahearne,  
Parochial House, Rathronan, Clonmel.

# TIPPERARY

COOPERATIVE

## GOODS INWARDS PERSON HARDWARE STORE - O'Brien St. Tipperary

**A Vacancy exists for a Goods Inward Person  
at our Tipperary outlet.**

The ideal candidate will possess a strong knowledge of Home Hardware, Builders Providers and Agri-Hardware products. A high level of competency in Microsoft Office and Point of Sale packages is required.

The successful candidate will have experience in Stock Control and previous retail experience is desirable.

This is an ideal opportunity for an individual who is a team player to join a fast moving working environment in an established & reputable retail business.

Letter of application together with an up to date Curriculum Vitae should be forwarded in the strictest confidence to

**Trading Manager Tipperary Co-op  
Home & DIY O'Brien St, Tipperary Town, Co. Tipperary  
no later than 5.00pm Friday July 16th 2021.**

**info@tipperary-coop.ie  
Tipperary Co-op is an equal opportunities employer**



## Accounts Administration Role CET Connect Ltd - Clonme

CET Connect Ltd is a Data Communications Specialist Company with core skills in Data Centers, Structured Cabling and Fibre Optic Services. We operate across several countries including, Ireland & EMEA region. If you want to be part of a professional, fast-paced organisation and utilise your skills to showcase you to be a highly trained individual, we want to hear from you. Furthermore, for the candidate we will offer you the opportunity for ongoing professional development, to enhance your skills and to enable us to organically meet the increasing growth within our organisation.

We pride ourselves on the quality of our employees, and the subsequent quality of their work. If you feel you have the necessary qualities in your character such as a strong work ethic, respect for people, flexibility, value for a high standard of workmanship, and a desire to get the job done in a safe and expedient manner, then you will align with our values.

This role reports directly to the Accounts Manager, while also having a close working relationship with the Commercial Manager. The intention is to expand the duties of this role over time, to provide administration support as needed across the business.

**The duties of this role include but are not limited to:**

- Support both the Accounts Manager and the Commercial Manager
- Process and record Sales Invoices
- Maintain up to date Payment Record process
- Set up and maintain new accounts in SAP
- Maintain key database recording systems
- Manage weekly Project Reports
- Monitor purchase orders with regards to the Commercial process
- Reconcile purchase invoices and raise purchase orders as required
- Administration duties including accurate collation and storage of information
- Any additional ad hoc or general duties in keeping with the role

**The successful candidate will have:**

- A third level qualification (min Certificate), in a business discipline or similar
- 2 - 5 years' experience working in a busy office environment
- Must be proficient in Excel, Word & Outlook
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Experience of working with SAP or similar is an advantage, but not essential
- Ability to work on competing priorities to meet strict deadlines
- Adaptable to the expansion of this role, supporting a variety of functions across the business

**Applications are sought from suitably qualified candidates.**

**Please apply directly to Therese Kennedy, HR Manager, CET Connect Ltd,  
by emailing your application to [tkennedy@cet.ie](mailto:tkennedy@cet.ie)**



# Tipperary

## CREDIT UNION LIMITED

(An equal opportunity employer)

Tipperary Credit Union, a modern, progressive, and successful credit union, with over 28,000 members and over €160 million in assets, invites applicants to apply for the following position:

### **MARKETING AND BUSINESS DEVELOPMENT OFFICER (FULL TIME)**

#### **Primary duties include:**

- Developing a Marketing and Business development plan in line with strategic objectives.
- Building relationships with local businesses, schools, and other organisations with a view to increasing lending/membership.
- Plan, prepare and deliver presentations externally to existing and prospective members/organisations and internally to the Board, Management Team and Staff.
- Assume responsibility for business development, drive income for the credit union, increasing the access and uptake for all revenue generating products and services.
- Responsible for the design and production of marketing and advertising material.
- Maintaining the credit union website and social media channels.
- Developing and implementing initiatives, including promotions, member draws and various events.
- Provide measurement, analysis and assessment of research, marketing, and promotional activities.
- Conducting market research, data analysis, industry monitoring to identify potential service and lending opportunities.
- Appropriate attention to detail, ensure compliance with all legislation, regulations and guidance including the Credit Union Act, Data Protection and Central Bank Regulations.
- Reporting to the CEO on a regular basis and provided a written report monthly to the Board of Directors and Management keeping them informed of all matters relevant to the Marketing and Business Development Role.

#### **Qualifications & Experience Required:**

- 3rd level qualification in a marketing or relevant discipline desirable.
- Minimum of 3 years' experience in a similar Marketing and Business Development role (experience from a finance marketing role highly desirable).
- Strong business development and digital marketing experience.
- Experience with designing promotional materials and in the use of Adobe Creative Suite.
- A creative and innovative mind-set with strong communication skills – written and visual.
- Ability to work to deadlines and targets, can prioritise tasks under pressure.
- Proactive and self-motivated, willingness to take on new tasks and projects & drive results.
- Requires a full clean driver's licence as some travel will be required.
- This Full-time position will involve the successful applicant working 35.5 hours per week – 5 out of the 6 days Monday to Saturday rostered by Management. You will be required to travel between our offices in Tipperary and Limerick.

**Note:** The position will involve some work outside normal business hours and at weekends.

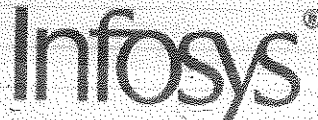
Salary is negotiable, depending on qualifications and experience.

Full job specification and a copy of our recruitment privacy policy available at [www.tipperarycu.ie/careers](http://www.tipperarycu.ie/careers)

#### **How to Apply:**

Interested persons should apply to Tipperary Credit Union by email at [careers@tipperarycu.ie](mailto:careers@tipperarycu.ie) and attach a covering letter with curriculum vitae by close of business on **Wednesday July 21st 2021**.





Navigate your next

## Are you Innovative, Ambitious? Then Infosys BPM is the place to be

We are currently recruiting for the position of Process Executive Customer Service for 2 of the clients we represent across 3 of our locations – Waterford / Wexford / Clonmel

### Benefits:

- Flexible Working Hours
- Permanent and Fixed Term Contracts
- Full time and Part time options
- Paid Training
- Working from Office
- Career development opportunities
- Free Employee Assist Program
- Education Assist 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 metrics
- Maintain a high level of first call resolution and quality assurance.
- Contribute to overall team performance within your specialised department

### Operational hours for Clients:

- 1 – 13:00 – 02:00
- 2 – 08:00 – 21:00

If you are interested in these positions or want to find out more please email you CV to [InfyCareersIRE@infosys.com](mailto:InfyCareersIRE@infosys.com)

**Infosys**  
Navigate your next

## Service Technician & Co-ordinator



### Service Technician & Coordinator required

for Agri-Technology Supply Company based in Waterford.

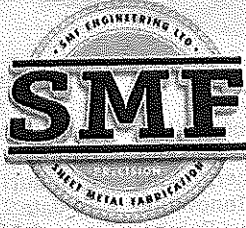
Operations include the set-up and service of automated feeding and ventilation systems, store management, pricing, purchasing, and coordinating delivery of materials.

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](mailto:info@makeway.ie)



**Due to continued expansion  
SMF Engineering Ltd have the  
following positions available  
in our manufacturing facility in  
Portlaw co. Waterford**

**Press Brake Operator**

**Mig Welders**

**General Machine Operatives**

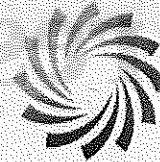
**Applicants will need the  
following skills**

- Previous experience in a sheet metal environment
- Ability to read/understand CAD drawings
- Keen eye for details
- Must work well in a team environment but also have the initiative to work on tasks without supervision.

**Please email CV to [info@smfengineering.ie](mailto:info@smfengineering.ie)**

**Closing Date for receipt  
of applications**

**16th July  
2021**



**etb**

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

**Applications are invited from suitably  
qualified and/or experienced persons  
to form a panel of tutors in the Further  
Education and Training Service within  
Kilkenny and Carlow Education and  
Training Board**

## **Further Education and Training Tutor Panel**

**(Specific Disciplines/Subjects)**

**REF: 2021JUL083**

**Application form and further details are  
available on our website: [www.kcetb.ie](http://www.kcetb.ie)**

**Completed application forms should be  
submitted no later than  
12 noon on Monday, 19 July 2021**

**Late applications will not be accepted**

**Shortlisting will apply  
Kilkenny and Carlow ETB is an equal  
opportunities employer**



**Státas na hÉireann  
Government of Ireland**



**Co-funded by the  
EUROPEAN UNION**



**An Bord Oideachais agus Oiliúna  
Kilkenny, Carlow agus Cheatharlach  
Department of Further and Higher Education,  
Research, Innovation and Skills**

**SOLAS  
learning works**

## HR Administrator Job Vacancy



With 50 staff and 170 children on our register we require the support of an energetic and dynamic HR Administrator. Our centre is a community not-for-profit service caring for children aged 3 months - 8 years and is open all year round.

**This is a permanent position and the individual will be employed for 30 hours per week.**

- A CIPD Qualification is desirable
- 3 - 5 years Administration experience essential
- Proficient in Microsoft Office i.e. Word, Excel and PowerPoint

Please submit a cover letter stating why you feel that you would suit this role together with your CV to: [info@waterfordchildcare.ie](mailto:info@waterfordchildcare.ie)

The closing date for receipt of applications is close of business, July 13th.

*For queries regarding this role, please contact the centre on:*

As a member of the Waterford Childcare Centre, we are committed to providing a safe and secure environment for all children and staff.

**051-353913**



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

### Vacancy for: **ESTATE & TENANCY MANAGER**

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](http://www.waterfordcouncil.ie)

Completed application forms must be emailed to [recruitment@waterfordcouncil.ie](mailto:recruitment@waterfordcouncil.ie) clearly stating the position applied for in the subject line no later than 4p.m. on Friday, 23rd 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.

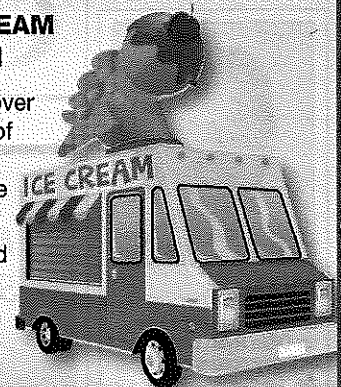
Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address.

**WATERFORD CITY & COUNTY COUNCIL IS  
AN EQUAL OPPORTUNITIES EMPLOYER**

## Wanted Driver

for  
**ICE-CREAM  
VAN**

- Must be over 25 years of age with full licence
- Must have good English



Phone Pat on 087-2197272

Email: [mrsofteeices25@gmail.com](mailto:mrsofteeices25@gmail.com)





**Job Title: Childcare Practitioner**  
**Reporting To: Manager of St. Brigid's Children Centre**  
**Hours of work: 37.5 hours per week**

**Brief overview of St. Brigid's Children Centre**

St. Brigid's Children Centre is a Community Childcare Centre based in Powersfield Hennessey's Road Waterford City and is part of St. Brigid's Family and Community Centre which is based in 37 Yellow Road Waterford. We provide quality childcare that is affordable, accessible and inclusive in a child centred environment where children have fun, play and learn under the care of dedicated and professional staff. Through St. Brigid's Family and Community Centre information, parenting support and workshops are also provided. Our service offers full time, part time, sessional, afterschool services and summer camp.

**OVERALL PURPOSE OF JOB:**

- To assist with the care and education of children attending St. Brigid's Children Centre and St. Brigid's Children Centre Afterschool Service and to assist in the cleaning and general upkeep of the Centre.

**The successful candidate should:**

- Assist in the care and education of children attending St. Brigid's Children Centre.
- Have a commitment to creating a nurturing learning environment which acknowledges and respects every child's right to be respected as an agent of their own learning with their own unique life experiences.
- Have a minimum QQI Level 6 qualification in Early Childhood Care and Education award.
- Have a minimum of 2 to 3 years' experience working in a similar setting.
- Have a strong working knowledge of Alstear and Siolta with the ability to observe, plan and implement age appropriate activities and curricula.
- Assist and support children attending our Early Years' Service with their overall development.
- Assist and support children attending St. Brigid's Children Centre Afterschool service with their homework, projects and activities.
- Be flexible in your approach to the working environment and the requirements of St. Brigid's Children Centre
- Have the ability to work in collaboration with a well-established and dedicated team.
- Work in partnership with parents under the guidance of the room leaders.
- Attend staff meetings / briefings as required. Attend work-related training, CPD programmes, workshops, courses as required.
- To adhere to the all Policies and Procedures of St. Brigid's Family and Community Centre including Child Protection Guidelines.
- Candidates must be Garda Vetted and complete Child Protection training prior to commencing the role.

If you would like to apply for this position please send your CV and Cover Letter to [childrencentre@stbrigidsfcc.ie](mailto:childrencentre@stbrigidsfcc.ie) by close of business Friday 16th July 2021 and mark FAO Karen Ryan





**wwetb**

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

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

### **SPECIAL EDUCATION TEACHER IN KILNAMANAGH COMMUNITY NATIONAL SCHOOL (ROLL NO. 13999J)**

**Pro Rata Contract for the 2021/2022 academic year; 3 hours per week**

Kilnamanagh CNS is located in Oulart, Co Wexford and has a teaching staff of 2.

Salary, Qualifications and Conditions of Service for the above post 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](http://www.waterfordwexford.etb.ie/vacancies)

### **PRIMARY TEACHER (1 POSITION)**

**PRO RATA CONTRACT for the 2021/2022 Academic Year; 25 hours per week  
LOCATION: Erac Centre Clonea**

Appointment will be subject to, but not limited to, satisfactory references, current and continuing Teaching Council registration, Occupational Health screening and satisfactory Garda Vetting.

Salary, Qualifications and Conditions of Service for all the above post 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](http://www.waterfordwexford.etb.ie/vacancies)

Applications are invited from suitably qualified persons for the following:

### **RESOURCE PERSON POSITIONS IN YOUTHREACH CENTRES**

**PERMANENT CONTRACT (18.5 hours per week) Resource Post with ability or training to deliver Hotel, Catering and Tourism, up to and including LCA Standard. (Waterford Youthreach)**

**PERMANENT CONTRACT (18.5 hours per week) Resource Post with ability or training to deliver Active Leisure Studies, Personal and Interpersonal Skills, up to and including LCA Standard. (New Ross Youthreach)**

Salary, Qualifications and Conditions of Service for all 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](http://www.waterfordwexford.etb.ie/vacancies)

Full details of the above position is also available on our website

[www.waterfordwexford.etb.ie/vacancies](http://www.waterfordwexford.etb.ie/vacancies)

*Short Listing may apply.*

*Canvassing by or on behalf of the candidate will automatically disqualify.*

*Late applications will not be accepted.*

*WWETB is an equal opportunities employer.*

Kilkenny People  
9/7/21

## DRAKELANDS HOUSE NURSING HOME KILKENNY

We are now seeking to recruit the following

### **NIGHT DUTY HEALTH CARE ASSISTANT** and **TRAINEE HEALTH-CARE ASSISTANTS**

We have reopened the Trainee HealthCare Assistant program and invite applicants.

Trainees will receive practical training on-site and sponsorship for QQI level 5 if required.

Great opportunity to enter the healthcare sector.

These are salaried positions

For further information please contact Mairead or Anne on 0567770925 or email cv to [mairead@drakelandshouse.com](mailto:mairead@drakelandshouse.com)



**etb**

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

Applications are invited from suitably qualified and/or experienced persons to form a panel of tutors in the Further Education and Training Service within Kilkenny and Carlow Education and Training Board

### **FURTHER EDUCATION AND TRAINING TUTOR PANEL (Specific Disciplines/Subjects)**

REF: 2021JUL083

Application form and further details are available on our website: [www.kcetb.ie](http://www.kcetb.ie).

Completed application forms should be submitted no later than 12 noon on Monday, 19 July 2021.

*Late applications will not be accepted.*

*Shortlisting will apply.*

*Kilkenny and Carlow ETB is an equal opportunities employer.*

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



Riail na hÉireann  
Government of Ireland

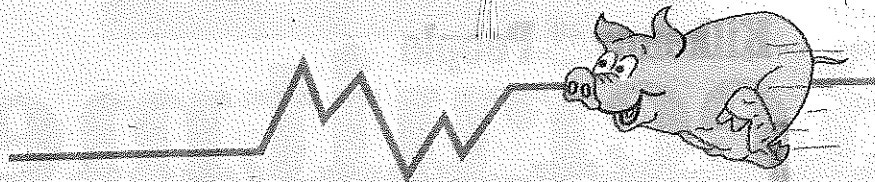


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ADHÚN EORRACH  
Co-fund by the  
EUROPEAN UNION



An Roinn Idirscolaireachais agus Anbholdeachais,  
Talghoir, Nuálaíochta agus Folaíochta  
Department of Further and Higher Education,  
Research, Innovation and Science

**SOLAS**  
learning works



## **MAKEWAY LIMITED**

**Consultancy & Development**

### **Service Technician & Coordinator**

**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](mailto:info@makeway.ie)

## **HARTECAST**

street furniture

have immediate vacancies for the following positions:

### **MIG & TIG WELDER GENERAL OPERATIVE**

Metalwork Experience is essential.



Please forward C.V to: Hartecast Ltd,  
Clonroche, Enniscorthy, Co. Wexford  
Tel: 051-424922 • [info@hartecast.com](mailto:info@hartecast.com)

## **SNA / BUS ESCORT PRIMARY SCHOOL**

Church Hill NS Cuffesgrange, Co Kilkenny under the patronage of Bishop of Ossory (Roll No 05927 L) seeks applications from suitably qualified persons for the position of  
**SNA/ Bus Escort from 30.08.2021.**

These roles may be interviewed for and assigned together or separately.

**SNA position is a standard part time vacancy 0.83 post and Bus Escort is for 15 hours per week.**

The role of the SNA is as outlined in Circular 30/2014.

Applications for one or both posts can be made on standard application form

(available to download on [educationposts.ie](http://educationposts.ie)) with short cover letter and should be sent to:

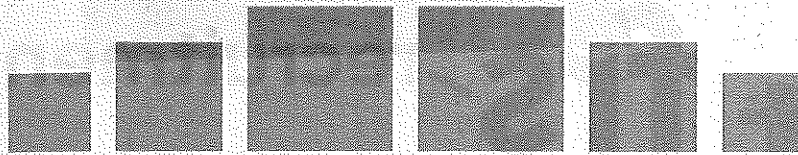
The Principal by mail to the school address or in electronic format available on [educationposts.ie](http://educationposts.ie) to:

**churchhillns1828@gmail.com**  
on or before 5 pm 21/07/2021.

An internal panel of suitable applicants will be set up from which future vacancies (including cover SNA vacancies) may be filled for the duration of the next school academic year.



Kilkenny People  
9/7/21



# Castle Orthodontics

[www.castleorthodontics.net](http://www.castleorthodontics.net)

## CASTLE ORTHODONTICS

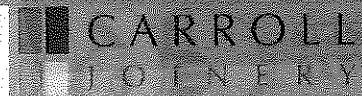
HAVE THE FOLLOWING  
POSITION AVAILABLE

### CLINICAL NURSE / RECEPTION POSITION REQUIRED

For our dental practices in  
Kilkenny, Carlow and Portlaoise  
Own Transport Essential

Experience desired  
but not essential

Email CV to  
[info@castleorthodontics.ie](mailto:info@castleorthodontics.ie)  
Closing date: 30/7/21



## PRODUCTION OPERATIVES CARROLL JOINERY

is Ireland's leading internal door manufacturer.  
We are seeking **Production Operatives** for our  
established manufacturing plant near Callan,  
Co Kilkenny.

Due to expansion, the company is seeking  
**Production Operatives** to work on our door  
and doorset manufacturing lines.

Full time positions Mon-Fri.

We are looking to hire somebody who enjoys working  
as part of a team and enjoys taking on a variety of  
roles depending on the requirements. Previous factory  
experience working with timber  
manufacturing and machinery would be an advantage  
but not essential.

Reporting to Factory Manager  
Email: [bfogarty@carrolljoinery.ie](mailto:bfogarty@carrolljoinery.ie)



## **Part Time Sales Associate Clonmel**

### GameStop -

We are seeking highly motivated part- time sales associates with a passion for gaming, games and game accessories to join our store team. This is an opportunity for those who thrive in a fast-paced environment, see themselves as more than a Sales Associate but as a true personal gaming and all things pop culture 'advisor'.

We are looking for candidates that have a strong customer service mindset and a willingness to learn.

Our sales associates have a direct impact on our customer's experience and ensure the success of the business. Therefore, to be successful in this position you will need to be enthusiastic, confident and hard working with a positive "can do" attitude. We value forward thinking individuals and welcome someone who is eager to contribute their creativity and skill set to the success of the brand.

### **A brief overview of the duties and responsibilities associated with the role are below.**

- Provide world-class customer service: promptly greet customers, respond to customer questions/concerns quickly, effectively and courteously, assist customers with meeting their needs, inform customers of special promotions, trade-in program, recommend additional items as appropriate, and thank every customer for shopping at GameStop.
- Always remember the key success to our business – Trading games and consoles via our Recycled Initiative.
- Promptly process accurate customer purchases/return transactions via Point-of-Sale (POS) computer system.
- Assist fellow team members and Store Manager to achieve optimum customer service at all times and ensure that best in class customer service is consistently provided
- Assist manager with store inventory counts, stocking/restocking of merchandise on shelves and fixtures.
- Dust and clean shelves, counters, fixtures, merchandise and store equipment

### **Our ideal candidate will possess the following attributes and experience:**

- One year's retail or customer service experience preferred
- Must be at least 18 years old
- Clear verbal communication and listening skills, both in person and on the phone
- Ability to work in a fast-paced, rapidly changing environment
- Video game knowledge preferred, but not required
- Flexibility – Store is open 7 days a week

### **Join us in bringing power to the players!**

Benefits:

- Employee discount
- Store discount

Schedule:

- Day shift

Application question(s):

- Interest in gaming

Experience:

- Retail sales: 1 year (required)

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***

## Office Administrator

Hi-Line Energy Solutions LTD - Carrick-on-Suir, County Tipperary

Part-time

**Urgently needed**

- Overall Role Objective:

The Site Administrator is responsible for all administrative tasks associated with projects as assigned by the Project Manager/Director. They must ensure all tasks are performed accurately and on-time, to enable the smooth running of the project.

### Key Responsibilities/Duties:

Documentation Control – printing, scanning, logging and filing of plans.

Prepare weekly time sheets for all labour on site for Payroll.

Following up on PO's and Invoices.

Contracts control administration.

Organise site inductions for all new hires.

Prepare purchase orders for site materials.

Preparing and sending risk assessments and method statements.

Organise courier deliveries.

Organise all site paperwork.

General administration and office based duties.

Any other reasonable and relevant duties as requested by your Manager, necessary to meet the ongoing needs of the company.

### Qualifications / Skills:

Minimum 2 years administration experience.

Experience in a similar role within the construction industry would be an advantage but not essential.

Business diploma/degree would be an advantage but not essential.

Attention to detail essential.

Ability to work on own initiative.

Ability to take instruction.

Time management skills.

Ability to work to tight deadlines.

IT Skills required – Excel, Word, Email, Internet and Adobe Acrobat Pro DC..

Job Type: Part-time

### Benefits:

- Flexible schedule
- On-site parking

### Schedule:

- 8 hour shift

### Work remotely:

- No

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***



### **Yard Person / Gen. Operative**

Green Speed Logistics - Clonmel, County Tipperary  
Full-time, Permanent

A Yard Person/General Operative needed for plant hire business in Tipperary.

Some experience with machinery is desirable as is a "C" driving license.

Any experience with machines an advantage.

Safe pass, fluent English required.

Good rates of pay.

Job Types: Full-time, Permanent

Schedule:

- 8 hour shift

Experience:

- Yard Person: 1 year (preferred)

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***



## **Assembler, 2 cycle shift contract position, 12 month contract**

Abbott Laboratories - Clonmel, County Tipperary

### **About Abbott**

Abbott is a global healthcare leader that helps people live more fully at all stages of life. Our portfolio of life-changing technologies spans the spectrum of healthcare, with leading businesses and products in diagnostics, medical devices, nutritionals and branded generic medicines. Our 109,000 colleagues serve people in more than 160 countries.

Abbott serves the Irish market with a diverse range of healthcare products including diagnostics, medical devices and nutritional products. In Ireland, Abbott employs over 4,000 people across nine sites. We have six manufacturing facilities located in Clonmel, Cootehill, Donegal, Longford and Sligo and a third-party manufacturing management operation in Sligo. Abbott has commercial, support operations and shared services in Dublin and Galway. We have been operating in Ireland since 1946.

### **Abbott Ireland Vascular Division Clonmel**

Abbott Vascular is one of the world's leading vascular care businesses. Abbott Vascular is uniquely focused on advancing the treatment of vascular disease and improving patient care by combining the latest medical device innovations with world-class pharmaceuticals, investing in research and development and advancing medicine through training and education.

Our broad line of vascular devices—which includes vessel closure, endovascular and coronary technologies—are used to treat vessel diseases of the heart, carotid arteries and peripheral blood vessels. These vessel diseases can lead to heart attack, stroke, critical limb ischemia and other serious vascular conditions.

### **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**

**\*APPLY VIA WWW.INDEED.COM\***

## **Receptionist / Administrator**

Focus Ireland - Waterford, County Waterford

Full-time, Permanent

To provide efficient and professional front line service to customers, visitors, trades personnel, staff and general public, manage a busy switchboard and provide administrative support to services and Property in the south-east area.

### **What you will do:**

- To work as part of the rents team to process rent in line with procedures. To take in, record duplicate receipts and make safe, cash payments made in respect of rent, deposits, service charges, and donations. To update and provide new rent control sheets and to monitor the process and ensure entries are correct.
- To code and file invoices and forward to the relevant department for authorization. To follow up any queries with the contractor/supplier; to record on a multitude of data base systems.
- To administer the petty cash system for the Grange Cohan, and Dungarvan housing projects. To complete the appropriate documentation, and adhere to the recording and documentation systems and security protocols.
- To work as part of the maintenance team, to input information on the affinity system as requested by the Property Officer. To process invoices and log details on eworkflow and Affinity. To send code invoices to accounts.
- To take enquiries about Focus Ireland services and in a supportive and courteous manner refer on to the appropriate services. To book appointments for the Advice and Information service.
- To provide an administrative service to the housing. Duties to include photocopying, drafting letters, ordering and oversee the postage system.

### **What you will need:**

- Excellent PC skills, proficient in Microsoft suite.
- Excellent organization skills
- 1 years experience of administration and/or reception duties
- Good communication skills
- Ability to prioritise work and work on own initiative
- Experience and understanding of working with marginalized groups

### **Focus Ireland is an equal opportunities employer**

Reference ID: RW21

Job Types: Full-time, Permanent

Benefits:

- Company pension
- Sick pay

Schedule:

- Monday to Friday

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***



## General Operative

Schivo Medical- Waterford, County Waterford

Full-time, Permanent

**Main purpose:** To perform related functions that support the finishing, assembly, inspection and testing of Electromechanical components and machined parts.

### Requirements:

Manufacturing experience in a quality driven environment

Experience working in teams

### Main Duties:

- Assemble and test products per company procedures and drawings/finish and inspect machined parts as per the specification.
- Responsible for the in-line inspection and verification of products
- Complete all necessary production documentation and ensure that all required records are accurately maintained.
- Working with Quality procedures
- Adhere to strict GMP Guidelines
- Contribute to the development of process and assembly documentation
- Participate in continuous-improvement initiatives
- Ensure that work areas and equipment are maintained in accordance with company requirements and that all safety rules and procedures are observed.
- Ensure a minimum loss through damage and waste
- Ensure that any maintenance and Health and safety problems/issues are reported
- Follow company procedures at all times
- To attend training course as and when required.
- Achieve weekly targets through effective teamwork.
- The above is not an exhaustive list of duties and you will be expected to fulfil other duties anywhere throughout the organisation as necessary from time to time.

Additional pay: Overtime pay

Benefits: Company pension On-site parking

Schedule: 8 hour shift, Day shift, Monday to Friday, Overtime

Experience: Manufacturing: 1 year (preferred)

**\*APPLY VIA WWW.INDEED.COM\***

## **Production Operator - 100% Inspection**

West Pharmaceutical Services - Waterford, County Waterford

Requisition ID: 36001

Department: Operations

Working at West means having an opportunity to work by the side of our patients and customers, our global team members and the communities in which we operate – which all help contribute to a Healthier World.

At West, we are by the side of patients. The work we do impacts patients' lives each and every day – our products are a critical part of healthcare delivery and we are proud of the role we play to improve patient health. We work by the side of our team members. We come together as one global team to deliver for our customers and help them address their challenges. We are a diverse, close-knit community of professionals, where everyone has a voice and opportunity to learn and grow through mutual trust and respect. With a 95 year plus history, we have a track record for success, which includes reported sales of \$2.14B in 2020. We serve by the side of our community. Giving back is in our DNA—our team members across more than 50 sites globally are involved with hundreds of charities that have special meaning to them through our West Without Borders team member-led giving program.

### **Purpose of the job**

Reporting to the department lead this role is responsible for the production of product that meet or exceed pre-determined specifications. Responsible for manufacture, inspection, packaging, labelling and completion of documentation necessary to provide quality, production and traceability records in accordance with Quality Systems and Environmental Management Systems.

### **Key Responsibilities**

- Manage production flow and output, by carrying out a range of functions including tracking product at each stage of the process, proper labelling and inventory management using Kanbans and automated MES and Plc based systems, to ensure optimum equipment uptime and target outputs.
- Equipment will include, yet is not limited to, washers, autoclaves, dryers, vision, packing, mixers, calendar, rotocure and slitter machines.
- Adhere to standard operating instructions for proper PPE and gowning for entry to production, quality, labs and clean room areas.
- Prepare, set-up and clean machines as per requirements. Adhering to housekeeping and materials management policies in all production areas while focusing on continuous process improvement using Lean Principles.
- Clean room cleaning,
- Gather, record and label samples for testing by QA & Lab departments. Ensuring correct documentation is available and or provided.
- Carry out product testing and records results as required.
- Maintain process equipment, assisting & completing preventative maintenance and equipment troubleshooting and repairs where qualified to perform tasks.
- Participate effectively in writing/revising/ rolling out accurate operational procedures, training materials for various systems; ensure all work is carried out in line with same.
- Support continuous improvement by active participation in investigations and investigation reports, execution/development of change control, and contribution to Kaizen events and projects as appropriate. Perform root cause analysis, using standard tools and methods, to resolve system issues e.g. FMEA,
- Required to comply with Global Policies, Procedures and Guidelines, regulatory requirements and execute current good manufacturing Practices (cGMP) in the performance of day to day activities and all applicable job functions.
- Understand the specific responsibilities of all departments as they relate to one's own department, understanding the business processes one's department supports
- Work collaboratively to drive a safe and compliant culture. Compliance to all local site Environmental, Health and Safety regulations.

- Adheres to methods/procedures and policies to meet the requirements of Quality Systems and Environmental Management Systems.
- Act in accordance with the company's Guiding Principles and adherence to the corporate Code of Conduct.
- Compliance to all local site Environmental, Health and Safety regulations.
- Compliance to all local site company policies, procedures and corporate policies.

### **Qualifications/Training**

Required: Apprenticeship, Certificate or Diploma preferred; ideally in a mechanical, manufacturing related discipline. Minimum Education: Leaving Certificate

### **Experience**

Minimum Experience:

- Ideal candidates would typically have 3+years prior work experience in the Bio Pharmaceutical /Pharmaceutical or Medical Device Industries, or in another GMP setting.
- Knowledge of Good Manufacturing Practises (cGMP) requirements would be an advantage
- Shift work (2/3/4 shift)
- Proficiency in Microsoft Office and job related computer applications
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and process specification, and ensure that all associated paperwork is completed accurately.
- Must be willing to work in a controlled cleanroom environment, which involves the wearing of a gown, cap and relevant personal protective equipment.

West is an equal opportunity employer and we value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sex, gender identity, sexual orientation, age, marital status, veteran status, or disability status. If you have a special need that requires accommodation in order to apply to West, please send an email to [kimberley.eby@westpharma.com](mailto:kimberley.eby@westpharma.com). Where permitted by law, an offer of employment with West Pharmaceutical Services, or any of its subsidiary or affiliate companies, is contingent upon the satisfactory completion of background screening and/or a pre-employment drug screening.

**\*APPLY VIA WWW.INDEED.COM\***

## **Office Administrator**

Waterford Based Company - Port Lách, County Waterford  
Full-time, Permanent

**As part of our continued expansion, we are seeking an Office Administrator to join our team in Portlaw, Co. Waterford.**

### **Our offer:**

- A competitive wage for 40 hours per week dependant on skills and qualifications
- 20 days Annual Leave plus Bank Holidays
- Team building programme
- All required Training will be provided. We are fully committed to invest in the continued professional training and development for all our Employee.

### **Responsibilities & Duties of the Job:**

The role will involve working in a team, undertaking a wide variety of work including but not limited to:

- General Weighbridge cover and associate admin
- Assisting Drivers with queries
- Answering Phones and dealing with Customer queries
- Filling out manual logs and spreadsheets for incoming loads for site compliance
- Keeping up to date records relating to Health and Safety Compliance

### **Applicants preferable experience:**

- Computer skills
- Ability to multi-task
- Team player
- Ability to work on their own

If you are interested in this opportunity, and in joining our team, please apply in writing with your CV.

Job Types: Full-time, Permanent

### **Schedule:**

- Monday to Friday

### **Experience:**

- Microsoft Office: 1 year (preferred)
- Administration: 1 year (preferred)

### **Work remotely:**

- No

**\*APPLY VIA WWW.INDEED.COM\***



**Warehouse Operative/Forklift Driver**  
Store-All Logistics - Waterford, County Waterford  
**Urgently needed**

**Responsibilities:**

Your duties will include: order picking, pallet wrapping, repalletising, loading and unloading containers and warehouse housekeeping duties. The role will include manual handling duties.

**Qualifications:**

Leaving Certificate required.

Must possess a valid driver's license.

Must have a strong work ethic.

Must have the ability to work within a shift pattern.

Warehouse experience is required – counter balance, reach truck and power pallet truck license is preferred.

**Job Type:** Full-time

**Schedule:**

- 8 hour shift
- Day shift

**Education:**

- Leaving Certificate (preferred)

**Experience:**

- Warehouse experience: 1 year (preferred)

**Licence/Certification:**

- Forklift licence (preferred)

**Work remotely:**

- No

**\*APPLY VIA [WWW.INDEED.COM](http://WWW.INDEED.COM)\***

\*Apply Via jobs.ie\*

MENU

Q Job title, Skill or Company

📍 Location

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## General Operative

**Dawn Pork & Bacon**

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Permanent | Full Time

🕒 05 Jul

[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

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MENU

 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

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## Full Time Security Officer - Clonmel

G4S

Tipperary, Gortavalla, County Tipperary, Ireland

Not Disclosed

Contract | Full Time

05 Jul



Login or register to apply

### Description

### Company Details

G4S Secure Solutions (Ire) are currently recruiting for a Full Time Security Officer with or without experience for our client's site based in Clonmel, Co. Tipperary for an immediate start.

€11.65 per hour.

#### Main purpose of position:

To protect our client's property, people and/or assets by providing security services to a specific site in direct accordance with the site procedures and policies

#### Main Responsibilities:

- To be an ambassador for the company
- Providing a high level of customer service
- Working as part of a team
- Greeting, assisting and directing members of the public visiting the premises as well as liaising with the client
- Must present themselves in a courteous and presentable manner
- Report writing
- Ensuring the safety and security of our clients' buildings and assets
- The ability to carry out security duties as specified, including patrols, monitoring CCTV, access control etc

#### Must have the following requirements:

- Current Valid PSA licence
- Fluent English essential
- Basic computer skills
- Able to work day shifts (9.30 - 16.30 - Monday to Friday)
- 5 years of verifiable work and personal history
- Good customer service skills
- Excellent written and attention to detail skills are essential

#### Benefits:

- Full-time and part-time contracts of employment
- Life Assurance
- Progression, training and development opportunities
- Tax saver and bicycle to work scheme after 12 months service
- Pension scheme after 6 months service
- Group health scheme
- Eye care vouchers
- SIPTU Representation Rights
- Life advice and counselling service
- Service awards recognition scheme
- Internal recognition schemes
- Charitable giving

#### Skills:

Security   Customer Service   Communication   Access Control

Login or register to apply

***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
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
12th July 2021	VTCT Level 2 Diploma in Beauty Therapy	<i>Clonmel</i>	59 Weeks – Full Time 16–21 year olds
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
6th Sept 2021	Infection Prevention and Control	<i>Waterford</i>	5 Weeks – Evenings
6th Sept 2021	Barista, Bartending & Food Service Skills Traineeship	<i>Waterford</i>	36 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	Diploma in Women's & Men's Hairdressing	<i>Waterford</i>	39 Weeks – Full Time
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	<b>Construction Ground Work Skills</b>	<i>Waterford</i>	10 Weeks – Full Timea
11th Oct 2021	Palliative care	<i>Waterford</i>	5 Weeks – Evenings



18th Oct 2021	Beauty Therapist Traineeship	<i>Waterford</i>	56 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](mailto:eastwaterford.les@wlp.ie)





QQI  
Quality and Qualifications Ireland  
Qualifia Ceilíní agus Cáilíocht Eile

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	<b>Information and Communications Technology 4M0855</b> 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	<b>Horticulture</b> —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	<b>Early Childhood Care &amp; Education 5M2009 (Evenings)</b> - 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
<b>Direct entry only</b>	<b>THIS COURSE IS NOT AVAILABLE FOR ONLINE APPLICATION— ENQUIRIES TO: 052 6176755 / 085 8715474 / bwhelan@tipperaryetb.ie</b>						
327032	Care of the Older Person 5N2706 - Healthcare Level 5 (Daytime)	5	Thursday & Friday	10.00 am - 1.30 pm	8	09/09/2021	05/11/2021
327029	Spreadsheets 5N1977 Level 5 (Evening course)	5	Monday & Wednesday	6.30 pm - 9.30 pm	10	13/09/2021	24/11/2021

\* Contact

Annie Dalton (Employment Guidance officer) at the  
Local Employment Service, Carrick-on-Suir for more details  
Tel: 086-0358613 / 051-649516

Email: annie.dalton@WLP.ie



**SOLAS**  
learning works



**etb**

Employment Training  
and Enterprise  
Development  
Authority

# ***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](mailto:annie.dalton@wlp.ie)**

## Free "Online" Training Courses

Course Title	Duration
Windows Server Administration Fundamentals	12 Weeks
Microsoft Word Expert 2016	12 Weeks
Database Fundamentals	16 Weeks
Implementing and Administering Cisco Solutions (CCNA) v1.0 200 301	45 Weeks
Windows Security Administrator Fundamentals	12 Weeks
Networking Fundamentals	16 Weeks
Windows Operating Systems Fundamentals	12 Weeks
CompTIA A+ Core Series	26 Weeks
Visual Design using Adobe Photoshop	14 Weeks
Microsoft Azure Cloud Fundamentals	16 Weeks
Print and Digital Publication using InDesign	16 Weeks
Graphic Design and Illustration using Illustrator	16 Weeks
Introduction to Programming using Python	26 Weeks
CompTIA Network +	26 Weeks
Certified Digital Marketing Professional – CDMF	26 Weeks
Microsoft PowerPoint 2016	26 Weeks
Java Associate Developer SE8	26 Weeks
Java Foundations Certified Junior Associate	26 Weeks
Microsoft Excel 2016	26 Weeks
Microsoft Word 2016	26 Weeks
Programming using JavaScript (Microsoft Technology Associate)	26 Weeks
Introduction to Programming using HTML and CSS	26 Weeks
ECDL – Online	26 Weeks
Java Professional Developer SE 8	26 Weeks
Java Foundations Certified Junior Associate	26 Weeks
Software Testing - ISTQB Certified Tester Foundation Level	26 Weeks
PRINCE2 Foundation	16 Weeks
Microsoft Access 2016	26 Weeks
Microsoft Excel Expert 2016	12 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](http://www.ecollege.ie) for more information on the above courses\****

# *Community Employment Scheme (CE)*

## *Vacancies*

### **Ground Maintenance Person CE Scheme - Tipperary County Council Carrick on Suir Municipal District**

Duties to include grass cutting, hedge cutting, weed spraying, seasonal planting, litter management and general maintenance of parks and open spaces within the town. Applicants must supply a suitable character reference.

### **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.

**Maintenance Person / Grounds person CE Scheme -Clonea**

Grass cutting and general maintenance in Clonea Graveyard.

**Maintenance Person / Groundsperson CE Scheme - Rathgormack GAA club**

Grass cutting and general maintenance Rathgormack GAA club

**Caretaker CE Scheme, Portlaw**

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

**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.

**\*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](mailto:annie.dalton@wlp.ie)\***