THIS WEEKS JOB VACANCIES

25th August 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

OBAIR

An Roinn Coimirce Sóisialaí
Department of Social Protection

Waterford Leader Partnership

EIQA
QUALITY CERTIFIED

The Nationalist
26/8/21

TIPPERARY
Boutique Distillery

Tipperary Boutique Distillery are seeking a motivated individual with a keen interest in the whiskey industry to take ownership of the production side of the business.

At our new distillery located just outside Grange, Clonmel we distil and bottle Tipperary Single Malt Whiskey and Tipperary Farmhouse Gin and have plans to increase our product range.

This role is to run the operation from milling of the malted barley through mashing, fermentation and distillation to filling of casks. The role will also involve bottling of the finished product.

The role is aimed towards a self-motivated individual who enjoys working independently, has a positive attitude and a team-orientated way of working. As part of this ambitious and growing distillery, you will have the opportunity to develop the quality focussed operations side of the business.

Full training will be given although knowledge of brewing and distilling or bottling of spirits would be advantageous.

Applications with supporting CV should be sent to
info@tipperarydistillery.ie

Mullinahone Co-op
Est: 1893

General Operative

Required for its Animal Identification Division

Mullinahone Co-op Animal Identification Division is the largest supplier of Official Cattle and Sheep tags in Ireland located on the outskirts of Mullinahone Village Co. Tipperary.

We currently have a vacancy available for a full-time General Operative to join our Tag production team.
No Experience is necessary as full training will be provided.

If you feel you have the right skills set for this role, please e-mail your current CV to **jmanley@mull-coop.ie** or send your CV by post marked private to:
The General Manager, Animal Identification Division,
Mullinahone Co-op, Co. Tipperary, E41YV05

LEGAL SECRETARY
REQUIRED

For Solicitors Office in Tipperary Town.
Full or Part-time positions available.

Apply by email to:
jobvacancyaug21@gmail.com

Ballinalard
LOGISTICS LTD

HGV DRIVERS
Ballinalard Logistics Ltd, Tipperary Town

REQUIRES

HGV drivers for International deliveries.

Requirements:
Good spoken english, relevant experience, clean HGV licence.

Salary **€30K - €35K**
dependant on experience & skill level, for a 39 Hr working week.

CV's to: **info@ballinalardlogistics.com**
Tel: 00353-62-52401

The Nationalist
26/8/21

The Nationalist
26/8/21

Brett's Hardware
BUILDERS PROVIDERS

We are excited in recruiting for the following positions for our Mullinahone store

TRADE COUNTER SALES

Experienced salespeople with a minimum of 3 years within the builders merchant arena, with excellent knowledge of building materials. An energetic, customer focused salesperson with a real desire to develop this department while becoming a key part of our sales team.

YARD & WAREHOUSE OPERATORS

Experienced yard warehouse personnel required with a minimum of 3 years' experience working with materials while having an excellent knowledge of building products.
Must have up to date forklift and manual handling certification.

Please forward CV to: **Ellen@brettshgd.ie**

The Nationalist
26/8/21

Dew Valley

WE ARE HIRING

Dew Valley Foods is based in Thurles, is looking to recruit and expand our team. The business is an industry leader that provides opportunities for training and progression.

Our focus and passion is on producing a premium quality product and therefore we are looking for candidates with the same focus on quality and an interest in working with dynamic teams.

The benefits of joining our Team

These positions are an immediate Start, with attractive hourly rates, competitive shift premiums and a sick pay policy. In line with company growth, we also have key skill roles that all are open to all employees, supporting careers and development.

You will receive training in food safety and certified training in manual handling & health & safety. On Site Forklift training is also available for specific roles. The business operates on a team basis with employees playing an active part in the day to day process of quality products.

- A flexible approach to hours of work.
- The capability of working in a fast paced environment.
- A responsible attitude and take ownership for the quality of your work.
- Good attention to detail.
- Committed to adhering to Food safety and Food Quality policies and controls.

Please email at HR@dewvalley.com to request a full application form and to submit your CV. Interviews are being arranged immediately.

The Nationalist
26/8/21

KILSHANE HOUSE

Would you like to join our team?

We are looking for :

- Commis chef
- Wait staff
- Bar Staff
- Housekeepers

Midweek, part-time, & flexible hours available.
Experience preferable but not essential.

Contact us :
Send your CV to **info@kilshanehouse.ie**

www.kilshanehouse.ie

Munster Express
24/8/21

Medical Administrator/Receptionist
Waterford Area

Applicants should apply in confidence via email to gpsecretarywaterford@gmail.com.
before **Friday, September 10th 2021**

- 3 days per week (Monday Wednesday and Friday (9am-5.30pm)
- IT Skills and administrative skills essential
- Good communication skills/using telephone system & experience of dealing with the general public
- Strong work ethic with an understanding of patient confidentiality and discretion
- Medical experience preferrable but not essential

John P. O'Donohoe Solicitors have an immediate vacancy for an experienced Legal Secretary/ Legal Executive to provide support to their solicitors.

The role will entail the following duties:

- Secretarial support to Solicitors;
- Audio typing of correspondence and documents from digital dictation;
- File management including scanning, filing, archiving etc.;
- Creating, amending and formatting documents;
- Liaising with clients;
- General office duties when required.

The successful candidate will have the following skills and expertise:

- Strong typing;
- Prior experience in a similar position;
- Organisational skills and ability to prioritise workload;
- Attention to detail;
- Good communication and interpersonal skills;
- Experience with dealing with members of the public both in person and over the phone;
- Be reliable, conscientious and able to work as a team in a progressive firm.

Salary commensurate with experience.

If you wish to apply for this role please email a CV and cover letter to jod@jodlex.ie

Waterford News + Star
24/8/21

Carriglea Cáirde Services

CARRIGLEA, DUNGARVAN,
CO. WATERFORD.
T: 058 41322 F: 058 41432
E: info@carrigleaservices.com

CARRIGLEA CAIRDE SERVICES

At Carriglea Cairde Services, we provide a comprehensive range of day, residential and respite services to approximately two hundred adults with mild, through to profound, degrees of intellectual disability.

We are currently recruiting for the following positions:

Care Assistant Nights

46 hours per fortnight

Applicants must demonstrate genuine kindness, empathy and patience in their daily interaction with service users in a person-centered service. The successful candidates will provide support to adults with an intellectual disability to develop their independent living skills. We require a Care Assistant to become an integral part of a dynamic and progressive team. The successful candidates will provide support and follow relevant programmes for adults with an intellectual disability. This will involve working with the service users, their families and other staff, in developing a person-centered plan for each individual. Applicants will be required to undertake domestic and cleaning duties and tend to the personal needs of the service users in their care.

The role will involve working on nights with responsibility for service users in the relevant home. The successful candidate must be flexible to do additional hours in line with operational requirements. Applicants should hold a relevant minimum FETAC Level 5 qualification, and experience of working with people with intellectual disabilities is desirable. Excellent communication and organizational skills are required. Candidates must have a full clean, driving license.

If you are creative, flexible and enthusiastic, come and join our dynamic team in caring for adults with intellectual disabilities. Current Department of Health Salary Scales will apply for all the above posts. Curriculum Vitae's along with a covering letter can be sent on email to: **Eileen Skehan, Human Resources Manager** at **eileen.skehan@carrigleaservices.com**

Closing date is the **27th August, 2021**

Carriglea Cairde Services is an equal opportunities employer.

ANCILLARY DEPT. VACANCY-CLEANER

Waterpark College

10 hours per week and probationary.

Commencement date:
7th September 2021

Application Closing Date:
30th August 2021

Postal Applications via CV (Inc two written references) to:
The Principal,
Waterpark College,
Park Road, Waterford.

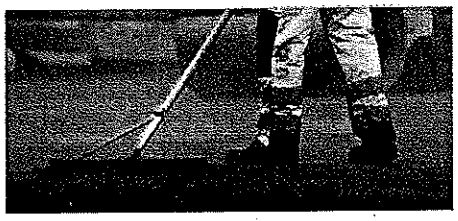
Email applications also accepted to info@waterparkcollege.com

Phone Number: 051 874445
Email: info@waterparkcollege.com
Web: www.waterparkcollege.com

CAHARCLOUGH TARMACADAM

Based in Clonmel are recruiting for

GROUND WORKERS



for work in the South East.
Previous Tarmacadam experience would be desired but is not essential.
Excellent remuneration packages available to the right candidates.

To apply call 052 618 4455 or
email: info@caharloughtarmac.com
After Hours Tel: 087 8339423

Waterford News + Star
24/8/21

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

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

CARETAKER IN DUNGARVAN COLLEGE

PERMANENT WHOLETIME CONTRACT (39 HOURS PER WEEK)
TO COMMENCE 01/11/2021

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

Full details of the above position, including job description and application procedures are available on our website **www.waterfordwexford.etb.ie/vacancies**

ADULT EDUCATION GUIDANCE COUNSELLOR

FIXED TERM CONTRACT COVERING A CAREER BREAK
UP TO 01/07/2022 TO BE BASED IN WEXFORD

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

Full details of the above position, including job description and application procedures are available on our website **www.waterfordwexford.etb.ie/vacancies**

PRIMARY TEACHER IN KILNAMANAGH COMMUNITY NATIONAL SCHOOL

(ROLL NUMBER: 13999J)

PRO-RATA CONTRACT; 3 HOURS PER WEEK

The total number of teaching staff in Kilnamanagh CNS is 2. Salary, Qualifications and Conditions of Service in accordance with the relevant regulations of the Department of Education.

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

CLEANER IN KILNAMANAGH COMMUNITY NATIONAL SCHOOL (ROLL NUMBER: 13999J)

FIXED TERM CONTRACT 25/08/2021 – 30/06/2022; 3 HOURS PER WEEK

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

Full details of the above position, including job description and application procedures are available on our website **www.waterfordwexford.etb.ie/vacancies**

Shortlisting may apply. Canvassing will disqualify.
WWETB is an equal opportunities employer.

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

Waterford Newstster
24/8/21

Fitzgerald Power

Accountant Vacancies in Waterford City

Full time positions with Competitive Salary

Fitzgerald Power offers a high reputation as an in-house training firm, opportunity for varied industry experience and genuine prospects for career progression

We have immediate vacancies for the following positions:

QUALIFIED ACCOUNTANT/SENIOR POSITION

The applicant will be responsible for working to deadlines and within budgets on each assignment.
This individual will also be charged with the management of the firm's relationship with clients including service delivery and coordination of service offerings from other departments.
Training of the various levels of student trainees and responsibility of staff reviewing procedures is also expected.

- ACA/ACCA/CPA Newly Qualified;
- Strong technical skills (IFRS and auditing standards, etc.) and communication skills;
- Ability to make professional judgements based on findings;
- Strong attention to detail and analytical assessment;
- Experience working as part of a team supporting others;
- Experience gained in a sizeable practice would be advantageous.

PART-QUALIFIED ACCOUNTANT

Exciting opportunity for a Part-Qualified Trainee from a Practice,or Industry environment. This Trainee Accountant/Semi-Senior role would suit someone looking to grow and learn within an exciting practice. The firm prides itself on its technical excellence and will provide a supportive and professional learning environment.

- Part-Qualified (ACA/ACCA/CPA) with a few exams remaining
- Relevant Practice experience within the Irish market essential (2 – 3 years preferable)
- Must be ambitious and able to work on own initiative;
- Versatile team player – flexible, pragmatic, thorough and proactive; and
- Strong interpersonal and communication skills, with a bright and positive outlook.

Please send CV and Cover Letter by e-mail to **info@fitzgeraldpower.ie**

Music Generation Waterford
Port Láirge

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

ADMINISTRATOR
MUSIC GENERATION WATERFORD

FIVE YEAR FIXED TERM CONTRACT

WWETB, as Lead Partner for Music Generation Waterford, wishes to recruit an Administrator to assist the Music Generation Development Officer with the organisation, promotion and day-to-day running of Music Generation performance music education programmes in Waterford City & County. The ideal candidate will have a relevant qualification, a passion for music in all its forms and for its promotion and development.

Details of post and application are available to download from **www.waterfordwexford.etb.ie/vacancies**

Notes:

- The closing date for receipt of online applications is **4:00pm on Wednesday 8th September 2021.**
- Late or incomplete applications will not be considered
- Shortlisting may apply
- Garda Vetting will apply
- Canvassing will disqualify

WWETB and Waterford County Council are Equal Opportunities Employers.

Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

An Roinn Oideachais
Department of Education

Music Generation

Music Generation is Ireland's National Music Education Programme. A Music Network Initiative, co-funded by U2, The Ireland Funds, The Department of Education and Skills and Local Music Education Partnerships

Retail Betting Assistant

Required for Bookmakers in Carrick-on-Suir

- Flexible Hours including evenings and weekends
- 30 Hours per week – Minimum wage
- Experience preferable but not essential
- Must have cash handling experience

To apply please email your CV to: annie.dalton@wlp.ie

Now Hiring

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

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

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

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

SPAR

DELI ASSISTANTS

(20–30 hours per week)

SHOP FLOOR ASSISTANTS

(37.5 hours per week)

SPAR, Irishtown Service Station, Kilkenny City R95 CFT6 are seeking to recruit energetic and enthusiastic individuals with retail experience and exceptional customer service skills to join our team.

If you are a motivated individual with a passion for providing first class customer service we want to hear from you!.

These are permanent roles not suitable for students.

All Applicants must be over 18 years of age and of good character, have excellent multi task ability, and the ability to provide first class customer service. Applicants must be flexible as hours of work will include evenings and weekends.

Reply with up to date CV and quote the position y ou are applying for to **sparexcelhr@gmail.com**

or post to

SPAR, Irishtown Service Station, Vicar Street Kilkenny, R95 CFT6.

Shortlisted applicants will only be contacted for interview.

Kilkenny People
27/8/21

Thomastown Community Kindergarten

Kindergarten Vacancy

Part-Time Temporary Position
(leading to Maternity Leave)

We are seeking an experienced Teacher with an interest/background in Steiner Waldorf early years education.

Minimum QQI 6 in Early Years Education
(Level 7 or above preferable)

Further information from / CV and letter to
thomastownkindergarten@gmail.com
by 5th September 2021

COUNTER HAND

Required for established busy city centre Butchers
No Experience necessary as full training will be provided
Must have excellent customer service skills

email **info@obriensbutchers.ie**

MUG*SHOT CAFÉ

Ayrfield Medical Centre, Granges Road, Kilkenny

CAFÉ ASSISTANT

Required. 30 hour's p/w (Monday to Friday)

Applicant should:

- Provide excellent Customer Service.
- Work in a fast-paced food retail environment.
- Have good strong communication and interpersonal skills.
- Be self-motivated and willing to learn.
- Barista training an advantage.
- Follow Health & Safety & HACCP guidelines, must be well presented.
- Barista training an advantage.

Please email CV to **info@mugshot.ie**
IMMEDIATE START

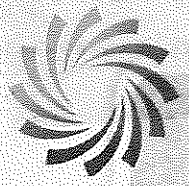
Newpark Hotel
KILKENNY

Newpark Hotel is delighted to announce that we are currently recruiting for the following positions:

- Full Time Flexible Food & Beverage Attendants
- Chefs
- Purchasing Assistant
- Switchboard Operator
- Full Time Flexible Bar Attendants
- Accommodation Attendants
- Brasserie Manager
- Conference & Banqueting Manager
- Day & Night Porters

Applicants should apply in writing to:
Human Resources, Newpark Hotel, Castlecomer Road, Kilkenny
Or by sending an email to
humanresources@newparkhotel.com

Kilkenny People
27/8/21



etb

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

RESOURCE WORKER – HISTORY

(Leaving Cert History & QQI Level 4 Personal Effectiveness)

FIXED TERM CONTRACT – 37 HOURS PER WEEK APPROX

(Carlow Youthreach – Ref No: 2021AUG121)

Our programme requires a Resource Worker to provide direct class contact and resource duties in the delivery of the programme. A high degree of motivation and commitment to a student-centred model of learning is essential.

A panel may be created for the filling of other posts which may arise.

Closing Date: Monday, 6 September 2021 (12 noon).

Further details and application forms available from: **www.kcetb.ie**

Kilkenny and Carlow ETB is an equal opportunities employer.

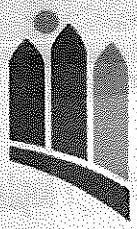
Youthreach Carlow is co-funded by the Government of Ireland, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2021-2027

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

Rialtas na hÉireann Government of Ireland

Comhfaoinithe ag an Aontas Eoraíoch Co-funded by the European Union

European Union investing in your future European Social Fund



GOWRAN ABBEY
NURSING HOME
AND RETIREMENT VILLAGE

Gowran Abbey Nursing Home Is Currently Seeking Applicants For The Role Of

HEALTH & SOCIAL CARE ASSISTANTS

Applicants Must Possess Or Be Working Towards Achieving Fetac / NVQ Level 5 (Care) Qualification

Due To Expansion Of Care Services Full / Part-Time Posts Are Now Available

(Minimum Work 18 Hours Weekly)

Please Send C.V. To:
admin@gowranabbeynursinghome.ie
Tel: **087 614 9197 / 056 772 6500**
For Further Information

DANESFORT CHILDCARE

Danesfort Childcare Facility are currently recruiting for the following positions:

- **FULL-TIME EARLY YEARS PRACTITIONER**
- **PART-TIME EARLY YEARS PRACTITIONER**

Very competitive pay and conditions

The successful candidate must have the following:

- **Minimum QQI level 5 in Early Childhood Education and Care**
- **12 months experience**
- **Knowledge of Aistear and Siolta**
- **Ability to work as part of an active team**
- **Excellent communication and people skills**

Please call Monique Fitzpatrick on 056-7700766
or email cover letter and C.V to
danesfortchildcare@gmail.com

Kilkenny People
27/8/21

Mill Family Resource Centre

Is seeking to recruit the following position:
Local Training Initiative

Co-Ordinator

Full time Position (44 weeks)

Experience of tutoring in at least 5 of the following QQI, Level 4 modules:

- Communications
- Interpersonal Development
- Work experience
- Stock Control
- Handling Food Safely
- Workplace Safety
- Information Technology Skills

Applicant must have Level 6 Train the Trainer qualification.

Garda vetting will apply

Send C.V. by email only to:

suecox.mfrc@gmail.com

Mill Family Resource Centre, Main Street, Urlingford, Co. Kilkenny

Closing date for receipt of application is 27th August 2021 at 5pm

TUSLA An Ghníomhaireacht um Leanaí agus an Teaghlach Child and Family Agency

pobal

etb

Kilkenny People
27/8/21

AP systems ltd.

Your Security Is Our Business

AP Systems Ltd Install and maintain Intruder, Fire, CCTV, Access, and Gate Automation Systems.

We are looking to Recruit an

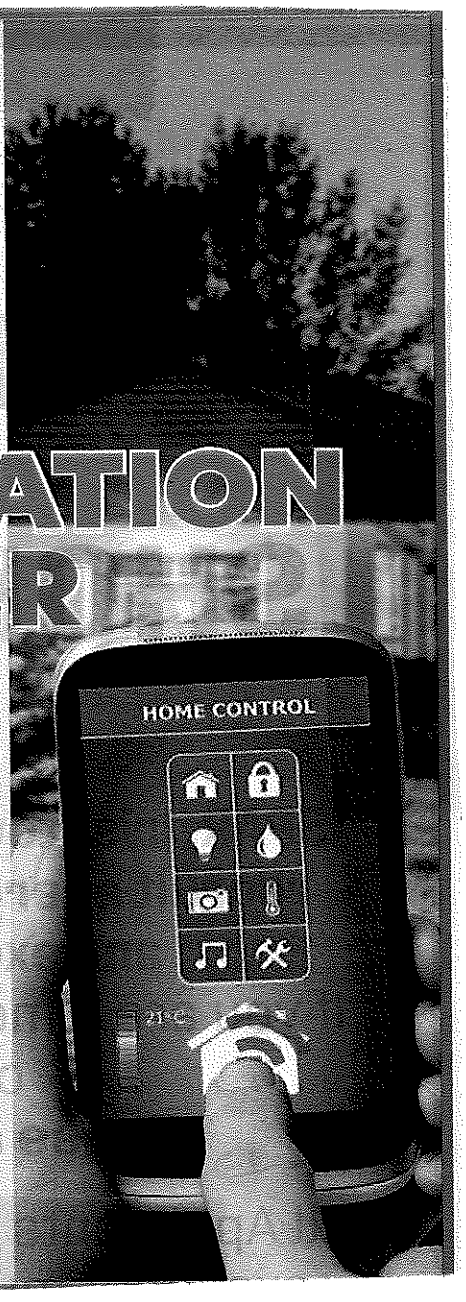
INSTALLATION ENGINEER

whom may be fully / Part experienced or possibly someone from an Electrical Installation
Or
IT/Networking Background.

On the job training and Apprentice scheme options depending on Age and experience.

Full drivers licence Required.

For Interview please send on your CV to:
denis@apsystems.ie
or post to;
AP Systems Ltd.
37a Hebron Business Park
Kilkenny



Kilkenny People
27/8/21

Mowlam Healthcare

An Irish Healthcare Company

Career Opportunities

Archersrath Nursing Home, Kilkenny

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

We are currently recruiting for

ACTIVITIES CO-ORDINATOR
HEALTHCARE ASSISTANTS

Applications to be sent by email to

archersrathnursinghome@mowlamhealthcare.com

Mowlam Healthcare is an Equal Opportunities Employer

Apply Via jobs.ie

Customer Service Advisor (12 Month FTC)

Webrecruit Ireland

Waterford, County Waterford, Ireland
Not Disclosed
Contract | Full Time
Today

Login or register to apply

Description | Company Details

Customer Service Advisor (12 Month FTC)
Waterford, Co. Waterford

The Company

Our client is a financial services provider that specialises in providing retail banking, mortgages, insurance and investments in Waterford. They are now looking for a Customer Service Advisor to join their team on a full-time, 12 month fixed-term contract.

The Benefits

- Competitive basic salary based on experience
- Benefits

If you are highly organised and have great customer service skills, this is the ideal opportunity to gain valuable experience in many areas of retail financial services with a supportive and successful team.

When you join our client, you will receive in-depth training in financial transactions, cash balancing, financial products and customer service, ensuring you have all the tools you need to make a success of your role and develop your skills and knowledge.

So, if you thrive in a fast-paced environment and are eager to learn new skills, our client wants to hear from you.

The Role

As a Customer Service Advisor, you will be responsible for delivering an outstanding level of service to customers using our client's retail banking solutions.

In this varied role, you will undertake a broad range of tasks including banking transactions and/or cash handling, resolving customer account issues and responding to queries in relation to financial products professionally and efficiently.

In addition, you will help customers open new accounts and support the Mortgage Advisers with application preparation.

About You

To join us as a Customer Service Advisor, you will need:

- Strong interpersonal and communication skills with a warm, friendly and helpful disposition
- To be comfortable meeting people and representing the company in a professional manner
- To be efficient, accurate and highly organised with strong attention to detail
- A willingness to continually learn in the day-to-day role
- To be computer literate
- To be highly motivated and able to work under pressure in a fast-paced environment
- To be a strong team player

Experience in the financial services industry would be beneficial to your application, as would a relevant business qualification. A full, clean driving licence would be equally desirable.

Other organisations may call this role Trainee Customer Service Advisor, Customer Assistant, Customer Service Executive, Customer Care Executive, or Customer Services Representative.

This is a full-time role working Monday – Friday, from 9am to 5.30pm.

Webrecruit Ireland and our clients are equal opportunities employers, value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment. Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

So, if you're seeking your next challenge as a Customer Service Advisor, please apply via the button shown. This vacancy is being advertised by Webrecruit Ireland Ltd. The services advertised by Webrecruit Ireland Ltd are those of an Employment Agency.

Skills:

Customer Service Advisor Customer Assistant Customer Care Executive

Login or register to apply

Recommended Jobs

Retention Executive - Customer Loyalty – Aftersales

Bolands
Waterford

Textile Department Manager -Waterford

Dunnes Stores
Waterford

Team Leader

Infosys
Waterford

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

Pick n Pack Operative

Store-All Logistics - Clonmel, County Tipperary

€10.40 - €11.44 an hour - Part-time

Store-All Logistics offer a complete logistics solution for all of your supply chain requirements. Our services include warehousing, order picking / packing and distribution throughout Ireland, the UK and Europe, as well as shipping and freight forwarding.

Responsibilities:
- Your duties will include: order picking, pallet wrapping, repalletizing, and warehouse housekeeping duties.
- The role will include manual handling duties.

Qualifications:
- Leaving Certificate required.
- A valid driver's license would be an advantage.
- Must have a strong work ethic.
- Must have the ability to work within a shift pattern.
- Warehouse experience is desirable – power pallet truck license is preferred.

Previous retail or warehousing experience essential

Shift will cover mostly afternoon 14:00 - 22:00 but will require flexibilities at times

24 hour minimum contracts, the positions for an initial period of 11 months

Role is based in Clonmel

Contract length: 11 months

Part-time hours: 24 per week

Application deadline: 03/09/2021

Contract length: 11 months

Part-time hours: 24 per week

Application deadline: 3/9/2021

Job Types: Part-time, Contract

Salary: €10.40-€11.44 per hour

Additional pay:

Overtime pay

Apply via www.indeed.com

8 hour shift

Assembly Operator

Abbott - Clonmel, County Tipperary
€11 - €13 an hour - Full-time, Temporary

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 nutritionals 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.

Abbott's vascular business in Clonmel manufactures a broad range of vascular devices, including stent delivery systems. We currently have a temporary positions for Assemblers on our **2 Cycle shift and weekend evening shift** and this position will include the following:

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.

Reference ID: Assembly Operator - Clonmel

Contract length: 12 months

Schedule:

- Day shift
- Night shift
- Overtime

APPLY VIA WWW.INDEED.COM

NEULOT

Senior Administrator

NL - Clonmel, County Tipperary
Full-time, Part-time

We are currently recruiting for a Senior Administration Officer to join a dynamic, busy and expanding South Tipperary based office.

Reporting to the Director, you will work across several areas and will be critical to enhancing the client experience

The Senior Office Administrator is responsible for providing administrative and clerical services to ensure effective, efficient, and professional operations.

Main Activities and Responsibilities:

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Ability to manage a professional office environment.
- Support budgeting and bookkeeping procedures
- Research on various topics and creating reports based on such administration
- Create and update records and databases with personnel, financial and other data

The right person will be:

- Familiar with office management procedures and basic accounting principles
- Possess outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Excellent working knowledge of Microsoft Office packages, specifically Excel.
- Ability to work on your own initiative
- Experience dealing directly with customers/suppliers.
- Excellent spreadsheet and word processing required, including strong proficiency in current versions of MS Office: Word, Excel and Access.
- Strong writing skills with attention to professional ambiance, clarity, and accuracy
- Problem solving and self-motivation
- Attention to detail and high level of accuracy
- Confidentiality essential and professional conduct
- Sound work ethics
- Honesty and trustworthiness

Flexible work arrangements and friendly office environment.

Excellent negotiable package on offer to the right candidate

For more information and to apply please forward your up-to-date CV for immediate attention.

APPLY VIA WWW.INDEED.COM

Sonas
Together's Better

Nursing Home Administrator

Sonas Nursing Homes- Carrick-on-Suir, County Tipperary

Leading & Expanding Nursing Home Group Sonas Nursing Homes are currently recruiting an administrator for their newly opened purpose built Nursing Home in Carrick-on-Suir Co. Tipperary

We are seeking an Energetic, self motivated and organised individual who would like to join a fast paced team.

Applicants with previous office administration & Accounts experience will be considered.

Sonas Nursing Homes have built and sustained its reputation for excellence which make us an excellent employer of choice.

Position: Nursing Home Administrator

Contract Type: Permanent Full time

Days per week: 9am to 5pm between Monday - Friday.

Benefits of working for Sonas Nursing Homes:

- Induction Training Program
- Career Progression
- Education Assistance Program
- Employee Well Being initiative
- All Meals Provided
- Training and Development
- 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 as per Sonas policy.
- Ensure all enquiries are answered and resolved in a timely, professional and efficient manner and recorded electronically.
- Provide existing and potential residents and their families with advice regarding "Fair Deal" funding applications, all relevant Nursing Home information and provide tour of the home.
- Arrange viewings of Independent Living Units (if present on site).
- Liaise with discharge coordinators in relation to bed availability and requirements.
- Deliver post, newspapers and Sonas newsletters to residents.
- Establish and maintain all records for the Nursing Home including: - employee and resident details, payroll related reports, fees, cheque journals, lodgements, payment records and petty cash in line with internal procedures.
- Create and process all supplier and customer invoices/receipts and lodge payments as per Sonas policy.
- Responsible for cash collection and debtor's management.
- Ensure all residents set up "Standing Orders" through their bank for the payment of fees.
- Submit monthly claims for "Fair Deal" to HSE.
- 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 figures for monthly report for Person in Charge.
- Create and update meeting agenda, minutes and documentation.
- Update staff and residents information boards as required.
- Create and maintain accurate residents and employees' files ensuring all requisite documentation has been completed and signed.
- Submit advertising and events material to the Marketing Department on an ongoing basis ensuring prior permission has been sought from residents and employees.
- Support and assist colleagues in the administration of event coordination, management and promotion and carry out all general administration tasks.
- May be called upon to assist with special projects and assume responsibility for the development, administration and promotion of specific projects as required.
- Preparation of fortnightly schedule of hours worked by staff to facilitate payment of wages by the payroll department.
- Maintain attendance/annual leave records for all staff via Time Management System (TMS).

Education & Qualifications:

- Degree 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 office administration experience preferable
- Previous experience in TAS Account Software desirable
- Proven track record of building and sustaining effective and professional working relationships.
- Knowledge of general office practices and procedures.

How to Apply:

All applications will be treated with the strictest of confidence.

Sonas is an Equal Opportunities Employer.

www.sonas.ie

APPLY VIA WWW.INDEED.COM

Plumbers

Walsh & Sheehan Ltd - Waterford, County Waterford
Full-time, Permanent, Apprenticeship

Celebrating over 20 years in business, **Walsh & Sheehan Ltd** is one of the most recognisable names in Mechanical Services within Ireland. We have completed projects alongside both Private Contractors as well as Government bodies on some of Ireland's most recognisable buildings. Due to our continued growth **Walsh & Sheehan Ltd** is now seeking to recruit additional **Qualified Plumbers** who can help us to achieve the company's growth targets over the next coming year.

Demand for our services is increasing rapidly, and we have a number of Government Projects in **Waterford** which we are now seeking additional **Qualified Plumbers** to join our team. *We have a strong focus on career development and 80% of our workforce has been employed by us for over 10 years.* This is a great opportunity for you to further expand your career by joining our team in **Walsh & Sheehan Ltd.**

The Role:

We now need motivated and organised **Qualified Plumbers** to join our growing team.

- The successful candidates would have a minimum of 2 years' experience in either Domestic or Industrial Plumbing. As well as a strong understanding and passion for Plumbing.
- Be able to work on own initiative and with a strong problem-solving skillset.
- Results oriented with the ability to achieve set targets.
- Positive and confident communicator.

This role is for Immediate start.

The essentials:

Valid Manual Handling Certificate

Valid Safe Pass Card

Valid CIF Covid Induction

Remuneration & Package:

Excellent salary as well as a strong career path.

Walsh & Sheehan Ltd is committed to equal opportunity in employment. It is our global policy that equal employment opportunity be provided without regard to age, race, creed, colour, religion, sex, disability, pregnancy, medical condition, sexual orientation, gender identity or expression, ancestry, veteran status, national or ethnic origin or any other legally recognized status entitled to protection under applicable laws.

Schedule:8 hour shift

Licence/Certification:

- Manual Handling Certificate (preferred)
- Safe Pass (preferred)

APPLY VIA WWW.INDEED.COM

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

Start Date	Course	Location	Duration
30th Aug 2021	Employment Skills – VTOS	*Carrick-on-Suir*	40 Weeks – Full Time
7th Sept 2021	Bread Pastry and Desserts(QQI Level 3) – BTEI	*Carrick-on-Suir*	14 Weeks – Part Time
7th Sept 2021	Driver Theory Test Preparation	*Carrick-on-Suir*	10 Weeks – Part Time
7th Sept 2021	Home Repairs & Maintenance (QQI Level 4) – BTEI	*Carrick-on-Suir*	14 Weeks – Part Time
7th Sept 2021	Horticulture (QQI Level 4) – BTEI	*Carrick-on-Suir*	14 Weeks – Part Time
9th Sept 2021	Care of the Older Person (QQI Level 5) – BTEI	*Carrick-on-Suir*	8 Weeks – Part Time
13th Sept 2021	Spreadsheets (QQI Level 5) – BTEI	*Carrick-on-Suir*	10 Weeks – Part Time Evenings
14th Sept 2021	Information & Communications Technology (QQI Level 4) – BTEI	*Carrick-on-Suir*	32 Weeks – Part Time
Sept 2021	Early Childhood Care & Education(QQI Level 5) – BTEI	*Carrick-on-Suir*	30 Weeks – Part Time Evenings
30th August 2021	VTCT Level 2 Diploma in Beauty Therapy	*Clonmel*	59 Weeks – Full Time 16-21 year olds
14th Sept 2021	Quality & Good Manufacturing Practice	*Clonmel*	10 Weeks – Evenings
20th Sept 2021	Training Delivery and Evaluation	*Clonmel*	Evenings-12 Weeks
4th Oct 2021	Medical Administration (Traineeship)	*Clonmel*	52 Weeks – Full Time
6th Sept 2021	Infection Prevention and Control	*Waterford*	5 Weeks – Evenings

6th Sept 2021	Barista, Bartending & Food Service Skills Traineeship	*Waterford*	36 Weeks – Full Time
6th Sept 2021	MIG Welding	*Waterford*	5 Weeks – Evenings
6th Sept 2021	Welding	*Waterford*	22 Weeks – Full Time
6th Sept 2021	Manual Metal Arc Welding (EN Certified)	*Waterford*	5 Weeks – Evenings
6th Sept 2021	Delivery Driver (B Licence)	*Waterford*	9 Weeks – Full Time
7th Sept 2021	ICDL (International Certificate of Digital Literacy) old ECDL	*Waterford*	13 Weeks –Evenings
7th Sept 2021	Start Your Own Business	*Waterford*	10 Weeks – Evenings
7th Sept 2021	Training Delivery & Development	*Waterford*	10 Weeks – Evenings
13th Sept 2021	Cleanroom and Packaging Operations Traineeship	*Waterford*	36 Weeks – Full Time
13th Sept 2021	Manual and Computerised Payroll and Bookkeeping	*Waterford*	17 Weeks – Evenings
13th Sept 2021	An Introduction to the Pharmaceutical Industry Night Class	*Waterford*	5 Weeks – Evenings
14th Sept 2021	Interior Design– Home Improvement (Evenings)	*Waterford*	5 Weeks – Evenings
20th Sept 2021	Construction Groundwork Skills	*Waterford*	10 Weeks – Full Time
20th Sept 2021	Diploma in Women's & Men's Hairdressing	*Waterford*	39 Weeks – Full Time
11th Oct 2021	Palliative care	*Waterford*	5 Weeks – Evenings
11th Oct 2021	Essential Skills in Classic Car Restoration	*Waterford*	20 Weeks – Full Time

18th Oct 2021	Beauty Therapist Traineeship	*Waterford*	56 Weeks – Full Time
27th Oct 2021	An Introduction to the Pharmaceutical Industry	*Waterford*	5 Weeks – Evenings
8th Nov 2021	Coded Pipe Welding	*Waterford*	33 Weeks – Full Time

*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

<u>Please contact:</u>

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

<u>Or</u>

Christine Rockett (Administrator)

At

Local Employment Service

Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516 **Email:** eastwaterford.les@wlp.ie

An Roinn Coimirce Sóisialaí
Department of Social Protection

Comhpháirtíocht Leader Phort Láirge
Waterford Leader Partnership

OBAIR

EIQA
QUALITY CERTIFIED

TIPPERARY EDUCATION AND TRAINING BOARD

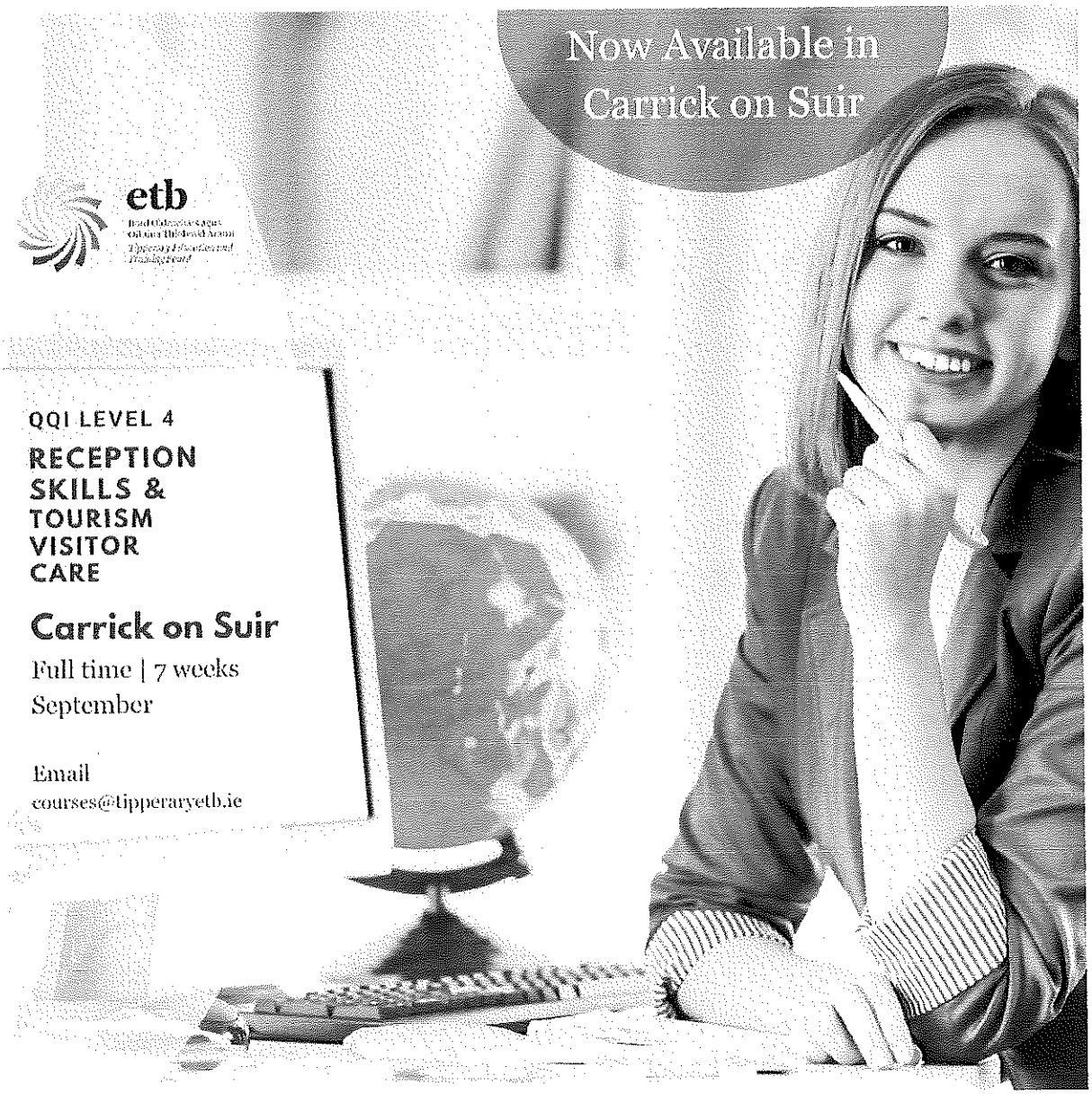
Back to Education Initiative

Part-Time Courses starting September 2021

CARRICK ON SUIR

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

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



Now Available in #CarrickonSuir.
Reception Skills & Tourism Visitor Care .
Starts September, Register Today.

Excellent opportunity for you to sample what a career in Tourism could be like, and obtain a QQI Level 4 Certificate in Reception Skills (a qualification that looks good on any CV 😊)

Training Allowances Available to Eligible Applicants.

Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service for more details and to apply
Tel: 086-0358613 / 051-649516
Email: annie.dalton@wlp.ie

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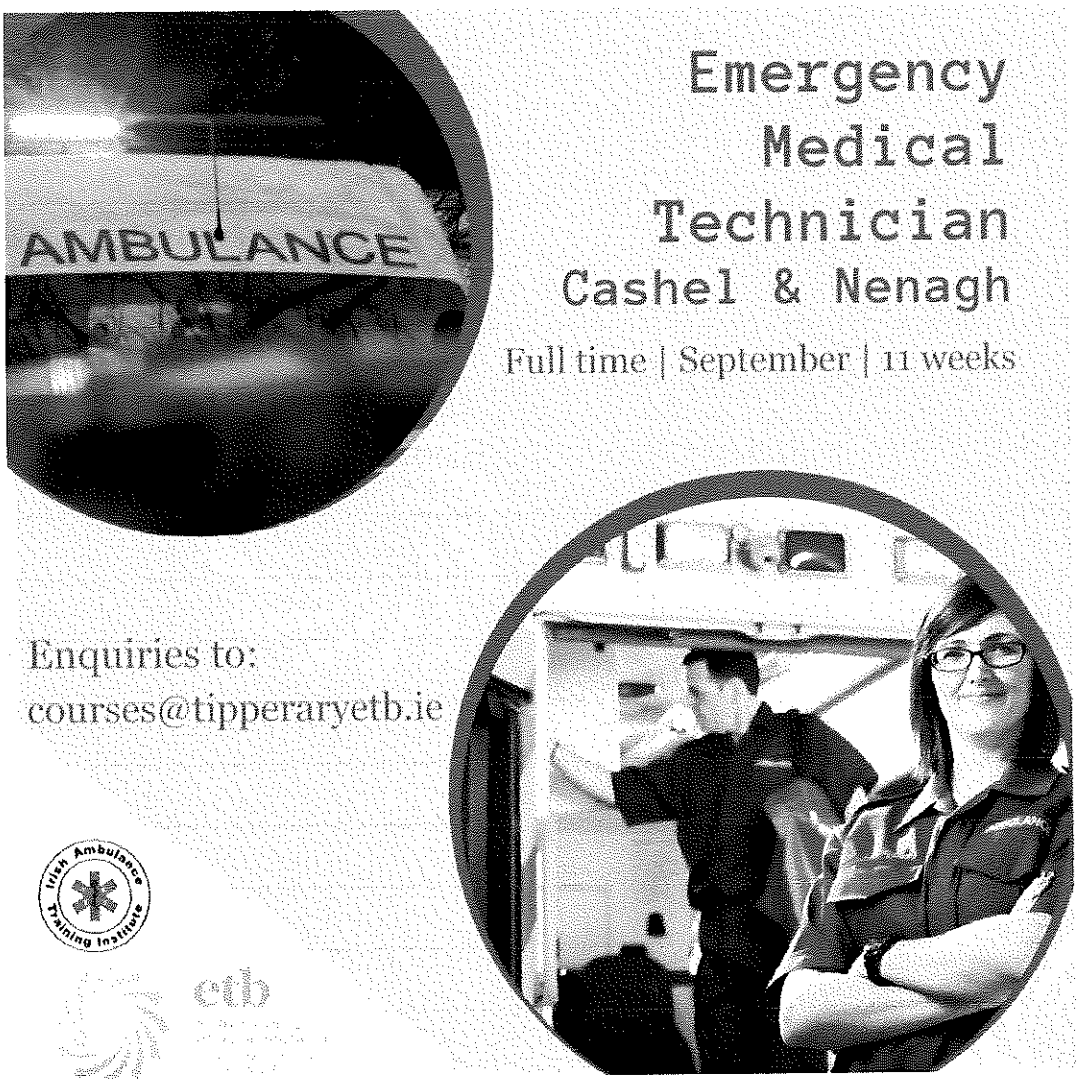


Great news, new course available with Tipperary ETB.

Full time Emergency Medical Technician (EMT) Course

Course includes costs of EMT training!

Available in Nenagh and Cashel.

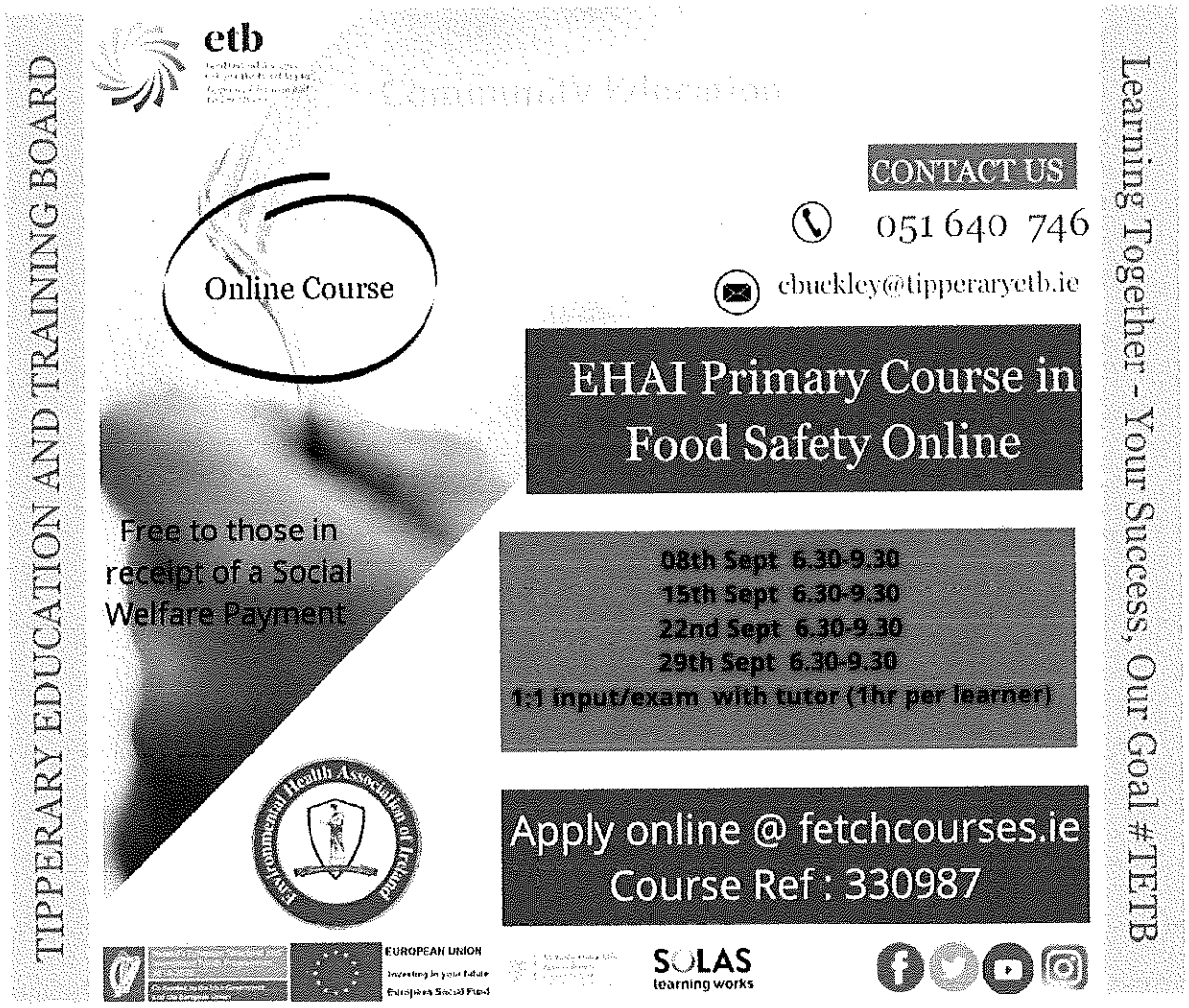
Starts September, for 11 weeks, learner commitment & attendance is essential for successful completion of this course!

Contact Annie Dalton – Employment Guidance Officer @ the Local Employment Service for more details on 086-0358613 / 051-649516 or email: annie.dalton@wlp.ie

Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service for more details and to apply

Tel: 086-0358613 / 051-649516

Email: annie.dalton@wlp.ie

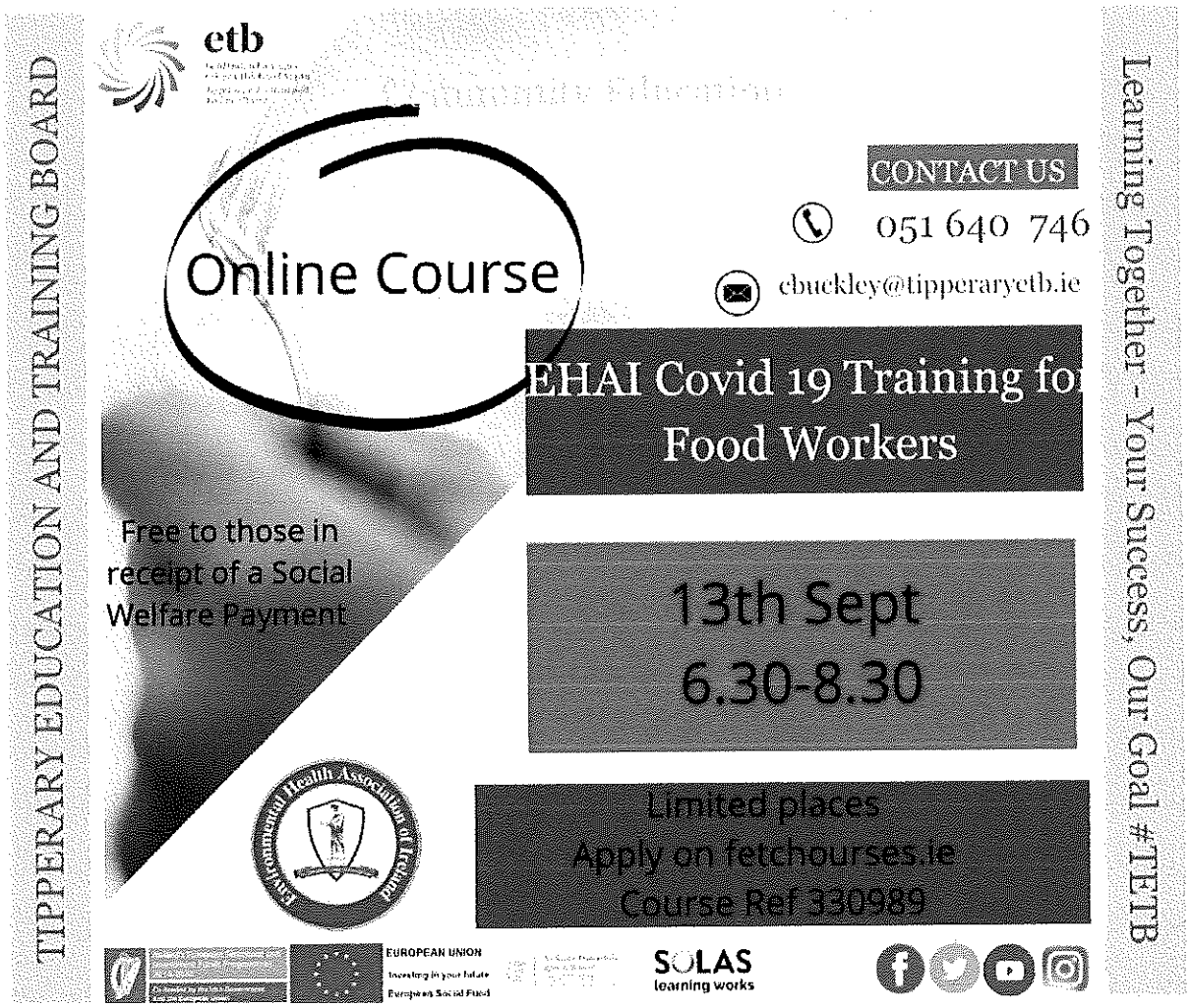


Primary Cert in Food Safety ONLINE course starting 08th Sept.

Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service for more details and to apply

Tel: 086-0358613 / 051-649516

Email: annie.dalton@wlp.ie



Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service for more details and to apply

Tel: 086-0358613 / 051-649516

Email: annie.dalton@wlp.ie

ecollege

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 – CDMP	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*

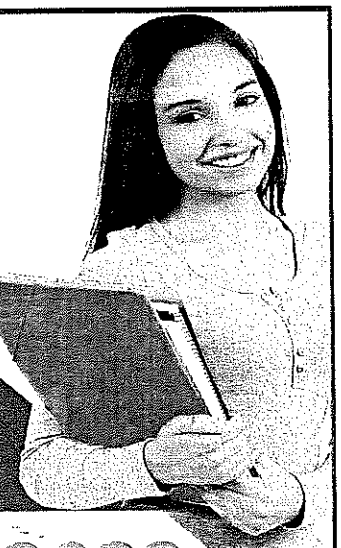
You can also check out www.ecollege.ie for more information on the above courses*

WATERFORD COLLEGE OF FURTHER EDUCATION

wwetb

PARNELL STREET
WATERFORD
TEL: 051 874053
WWW.WCFE.IE

Apply NOW at wcfe.ie



WCFE COURSES FOR 2021/2022

- Journalism, Photography & New Media **(Journalism 5M2464)**
- Sound Engineering and Music Technology **(Sound Production 5M2149)**
- Advanced Certificate in Audio/Visual Media **(Advanced Certificate in Media Production 6M5130)**
- Art & Design Portfolio **(Art Craft & Design 5M1984)**
- Photography and Digital Media **(Photography 5M2094)**
- Advanced Photography **(Advanced Certificate in Photography 6M3732)**
- Beauty Therapy - **Year 1**
- Advanced Beauty Therapy & Make-Up Artistry - **Year 2**
- Retail Practice with Beauty Consultant **(Major Award 5M2105)** NEW COURSE
- Hairdressing - **Year 1**
- Hairdressing - **Year 2**
- Hairdressing Apprenticeship NEW COURSE
- Alternative Health & Wellbeing Therapies
- Business Studies **(5M2102)**
- Advanced Certificate in Business **(6M4985)**
- Business with Legal Studies **(Business Studies 5M2102)** NEW COURSE
- Legal Studies and Criminal Law **(Legal Studies 5M3789)** NEW COURSE
- Accounting Technician Apprenticeship (Advanced Certificate in Accounting)
- Construction Technology **(5M5010)**
- Computer Systems and Networks **(5M0536)**
- Multimedia Production **(5M2146)**
- Security Systems Technology **(5M2109)**
- Canine Grooming **(Animal Care 5M2768)**
- Animal Care **(5M2768)**
- Advanced Animal Science **(6M5153)**
- Pharmacy Assistant **(Community Health Services 5M4468)**
- Laboratory Techniques **(5M3807)** NEW COURSE
- Applied Psychology **(Community Health Services 5M4468)**
- Applied Ecology NEW COURSE **(5M5028)**
- Healthcare Support/Health Service Skills **(5M4339/5M3782)**
- Nursing Studies **(5M4349)**
- Advanced Certificate in Early Learning and Care NEW COURSE
- Special Needs Assistant **(Intellectual Disability Practice 5M1761)**
- Advanced Special Needs Assistant **(Inclusive Education & Training 6M2263)**
- Advanced Certificate In Early Childhood Care and Education **(6M2007)**
- Applied Social Studies **(5M2181)**
- Advanced Certificate in Social Care **(Social & Vocational Integration 6M2218)**
- Pre Third Level Arts **(General Studies 5M3114)**
- Tourism and Travel Industry Studies **(Tourism with Business 5M5011)**
- Front Office Reception Skills with Tourism **(Tourism with Business 5M5011)** NEW COURSE
- Sports Studies, Physiology and Massage **(Sports & Recreation 5M5146)**
- Sports Therapy and Injury Management **(Level 6 Sports & Recreation 6M5147)**
- Fitness and Health **(Sports & Recreation 5M5146)**
- Pre Further Education Course **(Component Certificate 5M3114)**
- Pre Apprenticeship Programme Level 4 NEW PROGRAMME

VTOS - Vocational Training Opportunities Scheme

- o Office Administration
- o General Studies in Health Sciences
- o General Studies in Childcare & Youthwork
- o Employment & Academic Skills

Get your college place NOW for September

APPLY NOW AT
wcfe.ie

Community Employment Scheme (CE) Vacancies

Maintenance Person CE Scheme - Sean Kelly Sports Centre

The Sean Kelly Sports Centre require a maintenance person within their building. This will involve working in many areas within the centre including the following areas: Swimming Pool, Sauna, Steam Room, Changing Rooms, Gym Rooms, Office Space, Kitchen, First Aid Room, Storage Areas, Plant Room, Gardens and Sports Field. Duties will include carrying out the day to day repairs within the building and general maintenance: Maintain grounds in a clean and orderly manner, mowing, trimming, weeding, aerating and fertilizing lawns. Cut grass and pruned trees to make landscape more appealing. Replace plants when needed, rake leaves etc. Maintain water fountain. Maintain ground maintenance equipment. Adjusting, repairing, cleaning and maintaining gym equipment. Repairing floors with different surfaces and cleaning when required. Maintaining bathrooms and changing rooms. Carrying out minor plumbing repairs. Carrying out tiling and painting. Carrying out statutory checks. Recording all maintenance repairs and defects. Assisting with the Inflation and deflation of the Pool Inflatable. Other duties as assigned

Cleaner CE Scheme – St. Mollerans Church, Carrick-beg

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

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.

Administrator / Office Assistant CE Scheme – Carrick-beg

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

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.

Receptionist CE Scheme - Sean Kelly Sports Centre

You will be at the front desk of the Sports Centre and will be responsible for ensuring visitors feel welcome. Duties include: To take all bookings (phone, email and in person) for Sports Facilities, ensuring accurate bookkeeping and time/space management at all times. To receive payment and issue receipts for the use of sports facilities. To co-ordinate all centre users in relation to the use of the facilities. To carry out daily reconciliation and handle cash ensuring all monies are recorded accurately. To answer all enquires relating to the sports centre promptly, ensuring the highest

standards in customer service at all times. To deal with all administrative duties relating to sports and recreation. To update Facebook and timetables on a regular basis. In addition, undertake such duties as may reasonably be requested that appropriate with the nature of the post. To maintain a clean a safe Reception area. Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Cleaner CE Scheme, Carrick-on-Suir

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

Daycare Assistant CE Scheme – Carrick-on-Suir

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

Caretaker CE Scheme – Portlaw

Job is located at Portlaw GAA Grounds and includes grass cutting, pitch lining, weed control, club house duties, and general upkeep of the grounds.

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

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

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. 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