

# THIS WEEKS JOB VACANCIES

## 15th December 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**



The Nationalist 16/12/21

# WORK RIDER REQUIRED

by William P. Browne Ltd., Grangebarrý, Fethard, Co. Tipperary.

Must be capable of handling and riding horses of all ages and have a good knowledge of horsemanship.

**39 HOURS PER WEEK,  
€30,000 PER ANNUM**

Please send applications to:  
[williebrowne@mocklershill.ie](mailto:williebrowne@mocklershill.ie)

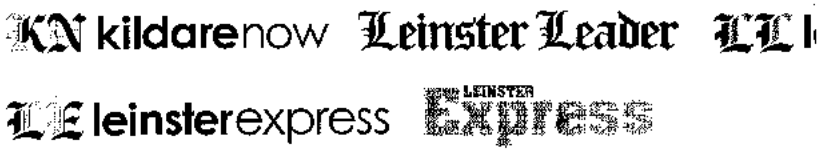
*[Faded text from a newspaper page, likely the original source of the job advertisement.]*

Applications to the HR Manager, Moorehaven Centre, O'Brien St, Tipperary or by email to [hr@williebrowne.com](mailto:hr@williebrowne.com)  
Closing date 31-12-2021

**Landscaping company looking to hire  
Grounds Maintenance  
Foremen and Operatives and  
also Landscaping Foremen and Operatives  
for secured contracts commencing in the New Year.**

Experience preferred but not essential.  
Full licence and preferably a trailer licence is essential.  
**Safe Pass and Manual Handling required.**

Apply with CV to [info@eirelandscapes.ie](mailto:info@eirelandscapes.ie) or post CV into  
Eire Landscapes, Horse and Jockey, Thurles, Co. Tipperary.



**Iconic Media Group, Ireland's leading local news publisher, is recruiting Multimedia journalists to join the Leinster Leader and Kildare Now news team in Naas and the Leinster Express news team in Portlaoise.**

**The Leinster Leader and the Leinster Express are recognised as leading newspapers in the Iconic Media Group, and their websites, along with Kildare Now provide breaking news, sport and the content that matters to the people of Kildare and Laois.**

Our local news sites have grown spectacularly, accounting for more local content than any other media group. We are continuing to grow, driving forward on our digital success and creating new positions in the local newsrooms in Naas and Portlaoise.

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

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

you will become a key member of the editorial teams.

Applicants should have third level qualifications in relevant media courses.

- We are looking for a self-starter who can:**
- Demonstrate excellent reporting skills and deliver fresh and engaging content
  - Work as part of a team committed to reporting when and where it happens
  - Engage our fast-growing online audience through a variety of channels
  - Use social media in a dynamic way to distribute and source news, and help grow our online community.

**The closing date for applications is Friday, January 7, 2022.**

**To apply, please email [brian.keyes@iconicnews.ie](mailto:brian.keyes@iconicnews.ie) including a covering letter, CV and samples of your work.**





## Discover Your Sanofi!

- Interested in taking your career to the next level in the thriving biopharma sector?
- Keen to do meaningful work helping people around the world live healthier lives?
- Ready to work in a fast-moving company where you learn and grow as part of diverse global teams?



If this sounds like you, Sanofi Waterford could have just the role for you!

To learn more about current opportunities, visit [www.sanofi.com/en/careers](http://www.sanofi.com/en/careers) or search 'Sanofi Waterford jobs'

**SANOFI** 

## Office and Logistics Coordinator

Experienced person sought for permanent position in an established, private Agriculture Ingredients & Technology company servicing a national client base. This role is based in the company's office in Dungarvan, Co. Waterford. Reporting into the Financial Manager, the Office and Logistics Coordinator will be responsible for ensuring high quality and efficient processing of orders, transportation and delivery as well as other office duties. We are looking for someone with a track record of working in a professional office environment who is looking to develop their career.

### Role and responsibilities include

- Daily coordination of all goods inwards and outwards
- Inventory management and stock reconciliations
- Ensure service meets quality standards, and compliance within GMP+ and DAFM regulations
- Accurate organisation and maintenance of files and records (paper and digital)
- Answer and respond to customer queries – redirecting where necessary
- Close co-operation with customer support team

### Skills & Experience Required

- Previous experience as logistics administrator would be an advantage
- Team player with a can-do attitude who excels in a busy office environment
- Excellent communication, customer service and client relations skills
- Highly organised, with strong attention to detail and proficient in MS Office Suite
- Ability to work on their own initiative and take ownership of the role

Attractive remuneration package on offer for an individual who meets the above requirements.

Apply with CV on or before Monday 10th January 2022: All applications to be submitted through our agents, Hayes & Hayes Accountants.

### By post

Hayes & Hayes Accountants,  
46 Lower Main Street,  
Dungarvan, Co. Waterford

### By email

info@hayesandhayes.ie



**KILKENNY  
AGRI MACHINERY**

Kilkenny Agri Machinery is a busy Agricultural dealership which has been trading for over 20 years from our premises in Kilkenny and holds the agency for premium brands such as

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

Due to continued expansion in 2022, we have a number of positions available

**BUSINESS  
ADMINISTRATOR**  
.....  
**QUALIFIED SERVICE  
ENGINEER**  
.....  
**APPRENTICE  
SERVICE ENGINEER**  
.....  
**PARTS OPERATIVE**  
.....  
**SALES PERSON**

There are generous terms and conditions on offer to the right candidates.

If you think you have what it takes to be part of the successful team to help drive the business going forward, please send your CV and a covering letter to

**jobs@kilkennyagri.ie**  
by January 12, 2022

*Kilkenny People  
17/12/21*

**Part-time**

**CHILDMINDER REQUIRED**

To mind three children in children's own home - two days a week.

The girls are 12, 11 and 9 years of age.

Goresbridge area.

Must have own car for school collections.

To start after Christmas.

All enquiries welcome.

Contact **086 3098968**



*Harding*

**STONEYARD**

**Gowran, Co. Kilkenny**

**ACCOUNTS TECHNICIAN/  
EXPERIENCED BOOKKEEPER**

- Knowledge of Sage 50 Accounts
- Thesaurus Payroll Excel
- VAT Returns
- Planning & Budgeting Control

**39 hour week, competitive salary**

Email CV to James Harding at  
**james@stoneyard.ie**



**Waterford & South Tipperary Community Youth Service**  
*WSTCYS is a community-based youth organisation which places active youth participation, volunteerism and community development at the heart of our ethos*

APPLICATIONS ARE INVITED FOR THE POST OF:

## **LGBT+ Health Project Worker** (Full-Time)

Funded by H.S.E. Social Inclusion, South East Community Healthcare, the LGBT+ Health Project aims through employing community development approaches and principles, to develop and deliver responses that improve the health outcomes of people in the catchment area who identify as LGBT+, to coordinate and deliver the SECH LGBT+ Awareness Training Model in order to enhanced knowledge and understanding of the needs of LGBT+ Service Users, and to act as a key point of contact for training for health service providers around LGBT+ information. This project will serve Waterford City, Waterford County and part of South Tipperary.

Suitable applicants for the post of LGBT+ Health Project Worker should have a minimum of three years experience of working directly with marginalised people using community development methods; should have experience of delivering training; should have experience of working with and supporting volunteers; and should have ability to use their own initiative. Ideally candidates should have direct experience and or interest in working with lesbian, gay, bi-Sexual and transgender (LGBT) people, knowledge of issues specifically affecting LGBT people and knowledge or experience in a health and social care setting. A commitment to social change, participation and social justice is essential.

Applicants must possess a third level qualification in the area of youth & community work, health promotion or related discipline. Own transport is essential.

To apply please request a Job Description and Application Form from [jobs@wstcys.ie](mailto:jobs@wstcys.ie)

*Closing date for return of applications by e-mail is 5.00pm Wednesday 22nd December 2021. Short-listing will apply and a panel may be formed for future vacancies*

We confirm that our organisation complies with The Charities Governance Code in Ireland

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

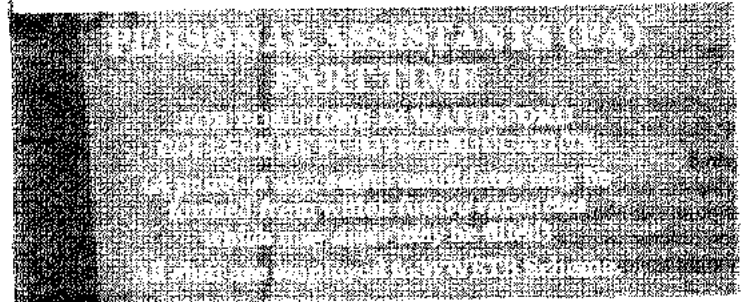
Waterford Newstar  
14/12/21



**wwetb**

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

WWETB invites applications for the following:



Application forms and further details for the above posts are available on our website [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie)

Conditions of Service and Appointment in accordance with the regulations of the Department of Education. Shortlisting may apply. Canvassing will disqualify.

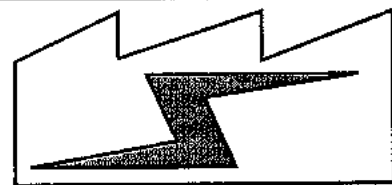
WWETB is an equal opportunities employer.

All appointments are subject to the sanction of the Minister for Education.

Completed Application Forms to be returned (hard copy only) to WWETB, Ardavan Business Park, Ardavan, Wexford.

Closing Date for receipt of application forms (hard copy only) is **4:00 p.m. on Wednesday 22 December 2021.** Late Applications will not be accepted.

**Signed: Human Resource Manager,  
 WWETB, Ardavan Business Park, Wexford.  
 Phone: (053) 9123799.**



## **Security Officer**

(Grannagh Business Complex)

Requirements:-

- \* PSA Licence
- \* Good Communication Skills
- \* Computer Literacy
- \* Night/Day Duties
- \* Satisfy Medical
- \* Own Transport

Contact: 087 9577 963



## Radley Engineering Ltd.

Kiladangan, Dungarvan, Co. Waterford.  
Tel: +353(0)584 199 Fax: +353(0)58 42169  
Email: [info@radleyeng.com](mailto:info@radleyeng.com) Website: [www.radleyeng.com](http://www.radleyeng.com)

Radley Engineering Ltd have the following vacancy at our Dungarvan facility

### QUALITY TURNOVER LEAD

We are looking for an experienced Quality Turnover Lead to join the Quality Department. The ideal candidate should have supervisory experience in Turnover or Document control background or similar. The role requirements include but are not limited to:

- Point of contact and support for handover documentation and quality related queries
- Attend weekly client meetings on Turnover, and address items as necessary
- Agree CDR/SDI list for Turnover with clients
- Complete and assist the team in compiling all Turnover documentation
- Participate in fortnightly QA meetings to discuss ongoing projects / resources / upcoming work
- Assist project tendering, completing tender prequalification's and preparing client presentations where required
- Addressing customer feedback and complaints
- Managing a turnover team so client timelines are met and turnover is completed to the highest standard

#### Requirements:

- Third level education
- Supervisory experience in a Turnover or Document Control role or similar
- Knowledge of engineering related documentation preferred
- ISO 9001 knowledge is an advantage
- Experience in Microsoft office (Word/Excel/Powerpoint) & PDF editor
- Excellent organisational skills
- Must have the ability to work on their own initiative and as part of a team
- Excellent communication and interpersonal skills, both written and verbal

To apply, please email your CV to [deirdre.flavin@radleyeng.com](mailto:deirdre.flavin@radleyeng.com)  
or by post to Quality Manager, Radley Engineering, Kiladangan, Dungarvan, Co. Waterford X35 X859.

Radley Engineering Ltd have the following vacancy at our  
Dungarvan facility

### QA ADMINISTRATOR / DOCUMENT CONTROL

We are looking for an experienced Administrator / Document Controller to join the Quality Department. The ideal candidate should have an office-based admin or document control background or similar. The role requirements include but are not limited to:

- Minimum of 2 years' experience in an admin or document control role
- Compiling of project handover documentation to meet client requirements
- Scanning and uploading of documentation to company database
- Management of document systems
- Experience in Microsoft Word, Excel, Outlook and PDF Editor
- Excellent attention to detail
- Ability to prioritise, multitask and troubleshoot effectively
- Strong customer focus and ability to work well on own initiative
- Excellent verbal, written and interpersonal communication skills.

To apply, please email your CV to [deirdre.flavin@radleyeng.com](mailto:deirdre.flavin@radleyeng.com)  
or by post to Quality Manager, Radley Engineering, Kiladangan,  
Dungarvan, Co. Waterford X35 X859.

# Jewellery Sales Assistant-

Ryan Thomas Jewellers, Clonmel, County Tipperary  
Full-time, Permanent

Ryan Thomas Jewellers, Clonmel, Co. Tipperary are recruiting for a Jewellery Sales Assistant with excellent customer service and sales experience.

## THE ROLE

This full time Sales Assistant role includes five 8 hour day shifts per week.

As an independent Retail Jewellers, we're a small team. The successful applicant will be supported and coached about our brand and our jewellery.

## The role responsibilities include:

- Learning and confidently sharing jewellery knowledge with our customers to provide the positive and memorable experience expected of a luxury store.
- Merchandising the store and maintaining high shop floor standards; ensuring the organisation and cleanliness of our environment.
- Assisting with processing jewellery repairs and deliveries. Organising and storing jewellery in the correct spaces. Professionally gift wrapping items.
- Being a store ambassador by maintaining a well-presented appearance.
- Assisting with the coaching and training of newer members of the team if required.

## The ideal candidate will have:

- Retail sales experience, preferably luxury goods sales experience.
- Excellent communication skills and a customer focused approach.
- A preference to work in a busy team environment.

Full time role: 40 hours per week (includes 1 hour lunch break every day)

## Schedule:

- 8 hour shift

## COVID-19 considerations:

All of our customers and team members are currently required to wear a mask. All work areas are sanitised regularly. All jewellery items are sterilised regularly. There are protective screens at the payment counters.

## Experience:

- Sales: 1 year (preferred)
- Customer service: 1 year (preferred)

Work remotely: No

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



# Janitorial Cleaning Operative-

Murphy Facility Solutions, Ballydine Cross Roads, County Tipperary  
€11.20 an hour

Janitorial Cleaning full time staff required for Construction site in Ballydine, Clonmel, Co. Tipperary

Job Spec below :

- Perform cleaning duties such as cleaning floors, restrooms, hallways, etc
- Emptying trash, sweeping, and cleaning surfaces
- Perform cleaning duties adhering to approved department cleaning procedures
- Assist in cleaning rooms
- Keep buildings in clean and orderly condition
- Loading/unloading dishwashers, cleaning counter tops, cleaning coffee and tea equipment
- Empty and clean all trash receptacles

Hourly Rate is €11.20 per / hr

Hours are 7:00 - 16:00 - Monday - Friday.

Must be 18 years of age or older

Job Types: Full-time, Contract

Contract length: 12 months

Expected start date: 20/12/2021

Job Types: Full-time, Contract

Schedule:

- 8 hour shift

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

# Team Member

Costa Coffee, Clonmel, County Tipperary  
Full-time, Part-time

Costa Coffee requires a **Team Member** for our store in Clonmel Showgrounds.

At Costa Coffee we are as passionate about our people as we are our great coffee! Being a part of our team gives you the chance to learn new skills in coffee excellence whilst letting your personality shine through. As a Costa Barista you receive full training in delivering every customer with an unbeatable coffee experience, through great customer service and great coffee.

Are you: -

- Passionate?
- Hardworking?
- Flexible?
- Customer focused?
- Have a desire to learn new skills?
- Love working as part of a team?
- Enthusiastic?
- An experienced leader?
- Passionate about coffee?

Businesses don't make great coffee, people do! And if you answered "yes" to the above questions then you are our kind of person! Email to the address below with your C.V. and cover letter outlining why you feel a career as a Costa Team Leader is for you and you could be on your way to starting your new coffee journey. We've all "bean" there so take the first steps today and apply.

Job Types: Full-time, Permanent

Schedule:

- Fully Flexible

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

\* Apply Via jobs.ie \*

Job title, Skill or Company

Location

[<< Return to Job Search](#)

## Assembler

Abbott

Clonmel, County Tipperary, Ireland

Not Disclosed

Contract | Full Time

12 Dec



Apply Now

### Description

### Company Details

#### 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

##### Skills:

Assembly operations    Attention to detail    gmp

##### Benefits:

Medical Aid / Health Care    Performance Bonus

## Apply For This Job

You are just a few steps away

Get started by entering your email

Email

Next

First Name

Last Name

ATTACH A CV TO YOUR APPLICATION

# Bakery Assistant-

DessertFirst, Waterford, County Waterford  
€10.50 - €13.00 an hour - Full-time, Permanent

## Urgently needed

DessertFirst is an artisan bakery producing high quality sweet and savoury products for retail and wholesale customers. We are looking for people to join our team who are enthusiastic and hard working. You should have some previous experience of working in food production - either a bakery or commercial kitchen, but training will be given.

You will be helping with all aspects of production - making products such as pastry, scones, breads, cakes etc, decorating cakes, packing finished products and helping with end of day cleaning.

A high standard of written and spoken English and excellent personal hygiene is essential.

The business is currently operating from 4am - 9.30pm daily with a rotating 8 hour/5 day shift pattern - early start week 1, late start week 2. Days are normally rostered between Monday - Saturday, but occasional Sunday work may be required. Afternoon shift only (12.30pm - 9pm or 1pm - 9.30pm) is a possibility for a suitable candidate with relevant previous experience.

Salary will be dependent upon previous experience and is negotiable.

### Benefits:

- Employee discount

### Schedule:

- 8 hour shift

### Experience:

- bakery or kitchen: 1 year (Preferred)

### Education:

- Junior Certificate (Preferred)

### Language:

- English (Required)

### COVID-19 precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitisation, disinfection or cleaning procedures in place

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

# Office Administrator

Morgan McKinley Health, Waterford, County Waterford  
€12 an hour - Full-time, Part-time

The Central Appointments Administrator will perform a variety of clerical and data entry tasks.

Desired Qualifications, Training and Experience:

Previous medical clerical administration experience  
Previous experience in high volume data entry roles  
Ideally trained to ECDL level  
Proficient in Microsoft packages

Personal Attributes required:

Able to maintain a high level of accuracy while working in a fast paced environment  
Strong attention to detail  
Excellent written communication skills  
Motivated by getting things done and done well  
Can work unsupervised and on own initiative  
Excellent investigative, problem solving and follow through skills  
Flexible and adaptive  
Good team player

Monday - Friday 5pm-9pm

12 euro per hour  
Quick Learner

Job Types: Full-time, Part-time

Salary: €12.00 per hour

Schedule:

- Monday to Friday

Experience:

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

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

# Receptionist

Viking Hotel Waterford, Waterford, County Waterford  
Full-time, Permanent

**Position: Receptionist (Full-Time Permanent)**

**Location: Viking Hotel Waterford**

**Application process: We are looking for an experienced Hotel Receptionist. Only candidates with previous experience working as part of a busy hotel front desk operation will be considered for the next stage of the recruitment process.**

Viking Hotel Waterford are currently recruiting for a experienced Full Time Hotel Receptionist to join our front office team.

## **Our Hotel**

The Viking Hotel is located 4km from Waterford city centre and just 7km from the M9 motorway. The hotel offers a perfect base for both business and leisure guests. We offer 98 rooms in total which are tastefully designed with the comfort of home in mind. The Wooden Pestle Bar & Restaurant recently underwent a makeover and has a great atmosphere which is enjoyed by residents and locals alike. The Wooden Pestle offers sumptuous dishes from carvery lunch and light snacks to an evening meal.

## **Your New Role**

You will have the opportunity to work as part of an enthusiastic and talented team. You will demonstrate a positive attitude and flexible approach to work, and take pride in every aspect of your role, to ensure the delivery of a high quality guest experience. You must have experience in a similar hotel position and have excellent communication and presentation skills. Must be a team player with the ability to multi task and have a fine eye for detail.

## **Responsibilities will include:**

- To greet guests in a warm, friendly manner
- To check in and out guests efficiently and quickly
- Answer switchboard and telephone in a friendly, professional manner, transferring calls to correct extensions and dealing with requests
- To take reservations correctly, noting any special requests
- To promote and sell the Hotel's facilities at all times
- To ensure billing is correctly done to the agreed standards
- To deal with any guest complaints, queries and suggestions quickly and efficiently.
- To handle all departmental floats and safe deposits, maintaining high levels of security
- To adhere to all Company policies including Customer Care, Health & Safety, Fire Safety, Cash Handling etc
- Effective communication with other employees to ensure the day to day business runs smoothly

**The ideal candidate for this position:**

- Must have previous hotel reception experience
- Be courteous and focused on providing a consistently high standard of service
- Must be a team player with the ability to multi-task
- Must be standards driven and detail orientated, with the desire to progress within the hospitality industry
- Must possess excellent communication and interpersonal skills
- Communicate fluently in English (written & oral).

Considering the nature of our industry, the successful candidate must have previous experience and be available to work daytime and evening hours including weekends.

### **Why Work with Us?**

We are a team of talented professionals who work well together and we are a fun team to work with. We want you to be happy and enjoy coming to work with us by providing every individual with the support and training required.

### **Just some of the benefits of working with us:**

- Excellent working environment
- Brand new facilities after recent renovations
- Staff meals
- Flexible working hours
- Excellent Hotel staff rates across Ireland, UK & Continental Europe
- 24/7 Wellbeing Support Programme
- Discounted Health Insurance
- Free Car Parking
- Training & Development opportunities
- Career progression opportunities

**This is an exciting opportunity to join a hotel that is managed by PREM Group, one of Europe's leading hotel management companies. PREM Group provides all of its employees with opportunities to expand and develop their career. We give employees the initiative to contribute their ideas in building a better environment for everyone.**

**#progresswithPREM**

### **To Apply**

**If you would like to apply for this role, please forward your CV through this website.**

**We look forward to hearing from you!**

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



# Accommodation Assistant-

Viking Hotel Waterford, Waterford, County Waterford

## Position: Accommodation Assistant

### Location: Viking Hotel Waterford

Application process: We are looking for experienced Accommodation Assistants. Only candidates with previous experience and living within a commutable distance to the hotel will be considered for the next stage of the recruitment process.

The Viking Hotel Waterford are currently recruiting for an Accommodation Assistant to join our wonderful team.

### Our Hotel

The Viking Hotel is located 4km from Waterford city centre and just 7km from the M9 motorway. The hotel offers a perfect base for both business and leisure guests. We offer 98 rooms in total which are tastefully designed with the comfort of home in mind. We have double rooms, executive rooms, twin rooms, triple and family rooms equipped with free Wi-Fi, crisp white linens, flat screen TV's and en-suite bathrooms to name just a few of the features. The Wooden Pestle Bar & Restaurant recently underwent a makeover and has a great atmosphere which is enjoyed by residents and locals alike with live music on Saturday nights. The Wooden Pestle offers sumptuous dishes from carvery lunch and light snacks to an evening meal.

### The Hotel

You will be expected to maintain the highest standards of cleanliness and hygiene in all areas of the hotel to ensure guests comfort throughout the stay. You must be able to work on your own initiative. You will be professional and enthusiastic and have few years prior work experience in hotel accommodation services.

### Duties Include:

- To greet all guests in a warm and friendly manner
- To clean guest bedrooms and bathrooms to the highest standards
- To clean corridors and public areas
- To ensure a high level of security at all times
- To report all lost property and maintenance requests to the manager
- Follows proper safety, hygiene, and sanitation practices
- The ability to communicate fluently in English.
- Excellent customer care and interpersonal skills are also essential.

Due to the nature of the industry, the candidate to be flexible and available midweek and weekends.

### Why Work with Us?

We are a team of talented professionals who work well together and we are a fun team to work with. We want you to be happy and enjoy coming to work with us by providing every individual with the support and training required.

### Just some of the benefits of working with us:

- Excellent working environment
- Brand new facilities after recent renovations
- Staff meals

- Flexible working hours
- Excellent Hotel staff rates across Ireland, UK & Continental Europe
- 24/7 Wellbeing Support Programme
- Discounted Health Insurance
- Free Car Parking
- Training & Development opportunities
- Career progression opportunities

This is an exciting opportunity to join a hotel that is managed by PREM Group, one of Europe's leading hotel management companies. PREM Group provides all of its employees with opportunities to expand and develop their career. We give employees the initiative to contribute their ideas in building a better environment for everyone. **#progresswithPREM**

**To Apply**

If you would like to apply for this role, please forward your CV through this website. We look forward to hearing from you!  
and prejudice

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

# Process Operator (6 month FTC)-

Teva Pharmaceuticals, Waterford, County Waterford

## Who Are We

We touch the lives of over 200 million patients every day, and billions every year. After all, everyone needs healthcare or medication at some point. Yet until today, you may not have heard of us.

We're Teva, a global pharmaceutical company, committed to increasing access to high-quality healthcare to patients around the world.

We would like to invite applications for the role Process Operator at our Waterford site, our Process Operator is responsible to carry out duties as part of the Team, supplying quality product to the customer (both internal and external) on time and in full in order to meet the objectives of the Department

## A day in the life of our Process Operator

- To process products/components/raw materials through team working activities using the correct procedure in order to comply with cGMP/H & S and Environmental guidelines and regulatory requirements. Customer Service –
- To process products /components/raw materials in an efficient and timely manner in order to meet customer requirements both internal and external and ensure schedule adherence > 95%.
- To identify and make recommendations for improvements as part of a team within or outside the department in order to eliminate non value added activities and reduce key variances. Documentation –
- To complete all batch documentation within agreed turnaround times right first time as measured by QA (i.e. correct and in full) in order to achieve Customer Service and Good Manufacturing Practice.
- Quality and cost of product e.g. highlighting issues and awareness of cost of rejects and cost associated with absenteeism and machine down time.
- Reference weekly/daily schedule and adhere to it, to meet shipment schedule.
- Organise own work to ensure targets are achieved referencing team holiday rota.

## Who we are looking for

### Are you....

- Educated to Leaving Certificate level and / or experienced in a related regulated industry e.g. Healthcare / Food

### Do you have?

- Knowledge of cGMP, Regulatory Bodies and Customer Requirements.
- Excellent knowledge of regulations and sources of regulatory information.
- Problem Solving Skills
- Operation of Machinery
- Documentation completion skills
- Computer Skills

## Already Working @TEVA?

If you are a current Teva employee, please apply using the internal career site available on "Employee Central". By doing so, your application will be treated with priority. You will also be able to see opportunities that are open exclusively to Teva employees. Use the following link to search and apply: [Internal Career Site](#)

The internal career site is available from your home network as well. If you have trouble accessing your EC account, please contact your local HR/IT partner.

### **Teva's Equal Employment Opportunity Commitment**

At Teva, we pride ourselves on being a company where we can all thrive, and where everyone feels comfortable being their true self.

Diversity and inclusion sits at the heart of everything we do. By valuing difference, we can be a better employer for our colleagues, and provide a better service for our customers and patients. That's why we're constantly looking for ways in which we can learn from each other, embrace what makes us unique and contribute to a fairer society free from discrimination and prejudice

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

# Medical Administrator/Receptionist

Morgan McKinley Health, Waterford, County Waterford  
€10.50 an hour - Full-time, Temporary

The Covid-19 Vaccination Centre in the WIT Arena require a Clinical Administrator. The Clinical Administrator will provide a professional service to visitors during the COVID-19 Vaccination rollout.

Candidates must be available immediately and fully flexible to cover shifts between the hours of 8am and 6pm, Monday to Sunday.

## Principal Duties and Responsibilities:

- Manage administration of the COVID-19 vaccine as per clinical guidance for COVID-19 vaccination.
- Provide support and information pertaining to the vaccination to guests.

## Personal Attributes required:

- Excellent customer service skills
- Excellent written communication skills
- Can work unsupervised and on own initiative
- Flexible and adaptive
- Good team player

Job Types: Full-time, Temporary

Salary: €10.50 per hour

Schedule:

- 8 hour shift

Work remotely:

- No

1 day ago

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

\*Apply Via jobs.ie\*

FIND A JOB

FIND A COURSE


JOB TALK

ADVERTISE A JOB

Job title, Skill or Company

Location

[<< Return to Job Search](#)



## Customer Agent

Emerald Contact Centre


⋮

📍 Waterford City, County Waterford, Ireland

€ €12.00 - €13.25 per hour

📅 Permanent | Full Time

🕒 13 Dec



Apply Now

Description	Company Details
<p><b>Do you want your opinion to matter? Imagine yourself in one on one meetings with our clients and executives where your voice is heard and your feedback counts.</b></p> <p><b>Emerald Contact Centre provide a boutique and customizable suite of services to ensure we approach every client, every project, and every day with heart and hustle. Join our diverse community of fun loving and hardworking people.</b></p>	
<p><b>Essential Requirements</b></p> <ul style="list-style-type: none"> <li>1-2 years' prior customer service experience</li> <li>Leaving Certificate (or equivalent)</li> <li>Strong verbal communications skills</li> </ul>	
<p><b>Here's What it Takes to Succeed</b></p> <ul style="list-style-type: none"> <li>Self-motivated, upbeat, combined with a high energy level</li> <li>Knowing every call is an opportunity for both the customer and themselves</li> <li>Commitment to making our customers feel valued</li> </ul>	
<p><b>Salary &amp; Benefits</b></p> <ul style="list-style-type: none"> <li><b>€12 per hour starting</b></li> <li>Annual reviews &amp; performance increases</li> <li>3% pension scheme</li> <li>Life Cover</li> <li>EAP through VHI (employee assistance program)</li> <li>free onsite car parking,</li> <li>reward incentives</li> <li>Bike to Work Scheme</li> </ul>	
<p><b>Our hours are between Monday to Saturday ranging on a rotation from 1-9pm, 2-10pm, 3-11pm &amp; 5pm to 1am</b></p>	

### Your role

- Be an ambassador of our clients' business by cultivating lasting customer relationships
- Become a subject matter expert – don't worry, we will train you
- Resolving our customers queries with empathy and patience
- Help our business continue to evolve. Be fearless and ask questions.

### Our Commitment to you

- Relaxed environment with an open-door policy
- Partners in your development, celebrates in your success
- Progression opportunities – high % internal promotions
- Leadership based on humility & respect

### Skills:

Customer Service    problem solver    good listening skills

### Benefits:

Pension    Employee Assistance Programme with VHI    Bike to Work

Incentives    Annual increase    Life Cover

## Apply For This Job

You are just a few steps away

Get started by entering your email

Email

First Name

Last Name

ATTACH A CV TO YOUR APPLICATION

Upload your CV

CV

Cover Note

A cover note should briefly tell the employer what experience and skills you have that set you apart.

\* Apply via jobsireland.ie \*

< Back

## \* TUS Supervisor \*



Waterford Area Partnership CLG

Ref: #JOB-2205757

Waterford, County Waterford, Ireland

No of positions: 1

Paid Position

39 hours per week

€ 31005.00 Euro Annually

Published On: 14 Dec 2021

Closing On: 11 Jan 2022

Apply

### Frequently Asked Questions

### Job Description

Share

Waterford Area Partnership (WAP) CLG wishes to recruit a full-time TUS Supervisor. TUS, a national programme

sponsored by the Department of Social Protection, provides short term quality and suitable working opportunities for people who are unemployed while at the same time carrying out a broad range of services of benefit to the community and

operating in a variety of community settings.

Primary Responsibilities:

- Administration of the Tús scheme.
- The supervision of an agreed caseload of TUS participants.
- Maintaining appropriate records in both written and computerised formats.
- Compliance with health and safety requirements
- Monitoring work schedules.

Summary of Person and Role Attributes:

- Previous management/staff supervisory experience.
- Knowledge of community activities and work.
- Good communication and inter-personal skills.
- Ability to work as part of a team.
- Computer literate.
- Full driver's licence & access to own transport.

Salary – Remuneration will be based on the TUS Supervisor Scale commencing @ €31,005 P/A based on a 39 hour week.

Contract – A full-time fixed-term Contract of Employment to the end of December 2022, subject to successful completion of a probation period and continuing funding from the Department of Social Protection.

Application Process – Contact [conell@wap.ie](mailto:conell@wap.ie) for an Application Form and detailed Job Description. Submit a completed Application Form and cover letter by e-mail only for the attention of [conell@wap.ie](mailto:conell@wap.ie). Closing date for

fully completed applications is Monday 10th January 2022 @ 1.00 pm.

- Only fully completed Application Forms will be accepted
- No late applications will be accepted.
- All applications received will be acknowledged.
- Canvassing will lead to disqualification

### Career Level

- Experienced [Non-Managerial]

Show accessibility settings

### Essential

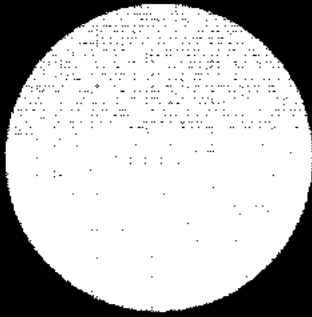
- Minimum Experienced Required (Years): 1
- Minimum Qualification: Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

### Desirable

- Ability Skills: Administration, Analytical, Computer Literacy, Customer Service
- Competency Skills: Decision Making, Leadership, Negotiation, Networking
- Specialising In: community work
- Driving Licence: Full B







# WPEP

Work Placement  
Experience  
Programme

**Unemployed?**

**Looking to gain new skills  
and work experience?**

**Could the Work  
Placement Experience  
Programme be for you?**



**Get work experience  
Get new skills  
Get training & support**

**A placement:**

- is 30 hours per week for six months
- is designed to give you new skills; includes mentoring and QQI accredited training options
- will provide you with better employment options in future
- can help you change career

**View available work  
placements at  
[www.jobsireland.ie](http://www.jobsireland.ie)**

**For more information**

Visit: [www.gov.ie/wpep](http://www.gov.ie/wpep)

Email: [wpep@welfare.ie](mailto:wpep@welfare.ie)

Telephone: 0818 111 112

Brought to you by  
the Department of Social Protection

## Training Opportunities for 2021 & 2022

### Carrick-on-Suir, Clonmel & Waterford

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
20th Dec 2021	Employment Skills – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
10th Jan 2022	Introduction to Microsoft Word (QQI Level 3) – Adult Learning Scheme	<i>Carrick-on-Suir</i>	18 Weeks – Part Time
11th Jan 2022	Woodcraft – Level 4 (Component) – BTEI	<i>Carrick-on-Suir</i>	12 Weeks – Part Time
17th Jan 2022	Challenging Behaviour – Level 5 – BTEI	<i>Carrick-on-Suir</i>	9 Weeks – Part Time
18th Jan 2022	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	10 Weeks – Part Time
19th Jan 2022	Communications – Level 5 – BTEI	<i>Carrick-on-Suir</i>	18 Weeks – Part Time
27th Jan 2022	Container Gardening – BTEI	<i>Carrick-on-Suir</i>	10 Weeks – Part Time
1st Feb 2022	Culinary Operations – Level 3 (Component) – BTEI	<i>Carrick-on-Suir</i>	14 Weeks – Part Time
16th Feb 2022	EHA1 – Primary Certificate in Food Safety	<i>Carrick-on-Suir</i>	1 Day
10th Jan 2022	Training Needs Identification & Design	<i>Clonmel</i>	9 Weeks – Evenings
24th Jan 2022	Supervisory Management	<i>Clonmel</i>	9 Weeks – Evenings
7th Feb 2022	Emergency Medical Technician (PHECC)	<i>Clonmel</i>	11 Weeks – Full Time
7th Feb 2022	Heavy Goods Vehicle – RIGID	<i>Clonmel</i>	14 Weeks – Full Time
28th Feb 2022	Hospitality Operations Traineeship	<i>Clonmel</i>	50 Weeks – Full Time
1st Mar 2022	Quality & Good Manufacturing Practice	<i>Clonmel</i>	10 Weeks – Evenings

8th Mar 2022	Lash Extensions	<i>Clonmel</i>	10 Weeks – Evenings
10th Jan 2022	Manual Metal Arc Welding (EN Certified)	<i>Waterford</i>	5 Weeks – Evenings
10th Jan 2022	TIG Welding	<i>Waterford</i>	5 Weeks – Evenings
11th Jan 2022	Infection Prevention & Control	<i>Waterford</i>	5 Weeks – Evenings
11th Jan 2022	MIG Welding	<i>Waterford</i>	5 Weeks – Evenings
17th Jan 2022	Start Your Own Business	<i>Waterford</i>	10 Weeks – Evenings
24th Jan 2022	Beauty Therapist Traineeship (Blended Learning)	<i>Waterford</i>	56 Weeks – Full Time
24th Jan 2022	Supervisory Management	<i>Waterford</i>	12 Weeks – Evenings
25th Jan 2022	2D CAD Level 2	<i>Waterford</i>	Evenings – 11 Weeks
25th Jan 2022	ICDL (International Certificate of Digital Literacy)	<i>Waterford</i>	13 Weeks – Evenings
31st Jan 2022	Regional Tour Guiding Traineeship (Blended Learning)	<i>Waterford</i>	20 Weeks – Full Time
31st Jan 2022	Reception and Frontline Office Skills	<i>Waterford</i>	11 Weeks – Evenings
7th Feb 2022	Construction Groundwork Skills	<i>Waterford</i>	10 Weeks – Full Time
7th Feb 2022	Manual and Computerised Payroll and Bookkeeping	<i>Waterford</i>	17 Weeks – Evenings
8th Feb 2022	Palliative Care	<i>Waterford</i>	5 Weeks – Evenings
7th Mar 2022	Professional HGV Training Programme (Traineeship)(Blended Training)	<i>Waterford</i>	29 Weeks – Full Time
14th Mar 2022	Cleanroom and Packaging Operations Traineeship (Blended Training)	<i>Waterford</i>	35 Weeks – Full Time
21st Mar 2022	An Introduction to the Pharmaceutical Industry Night Class	<i>Waterford</i>	5 Weeks – Evenings
4th Apr 2022	Sports Recreation and Exercise Traineeship	<i>Waterford</i>	52 Weeks – Full Time

Contact 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\***

Contact us at:

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

Or

Christine Rockett (Administrator)

At

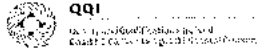
**Local Employment Service**

Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516

Email: [castwaterford.lcs@wlp.ie](mailto:castwaterford.lcs@wlp.ie)





TIPPERARY EDUCATION AND TRAINING BOARD

# Back to Education Initiative

## Part-Time Courses November 2021—March 2022

<b>CARRICK ON SUIR</b>							
PLSS Ref. Number	Course Title	QQI Level	Day(s) of Course	Time	Duration (weeks)	Start Date	End Date
295168	Container Gardening 3N0883	3	Thursday	9.30 am – 1.00 pm	10	27/01/2022 2	31/03/2022
307178	Culinary Operations 3N0549	3	Tuesday	9.30 am – 12.30 pm	14	11/01/2022 2	12/04/2022
233780	Woodcraft 4N3185	4	Tuesday	9.30 am – 1.00 pm	12	11/01/2022 2	04/05/2022
243141	Challenging Behaviour 5N1706 (Daytime)	5	Monday & Wednesday	9.30 am – 1.00 pm	9	17/01/2022 2	15/03/2022

**\*Contact Annie Dalton – Employment Guidance Officer @ the Local Employment Service, Nano Nagle Community Resource Centre, Carrick-on-Suir for more information and to be referred for a place on any of the above courses\***

Tel: 086-0358613 / 051-649516

Email: [annie.dalton@wlp.ie](mailto:annie.dalton@wlp.ie)

# Supervisory Management



**etb**

Bord Oideachais agus  
Cúrsaí Oideachais Áraim  
*Employment and  
Training Board*



## Clonmel

### January

2 Evenings p/wk | 10 weeks

**#EveningTraining Course #Clonmel**

Starts January

2 evenings p/wk for 10 weeks

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



**etb**

Bord Oideachtu agus  
Oiliúna Thoirbriúil Árainn  
Tipperary Education and  
Training Board

## **HGV Rigid Licence with ADR Certificate Fully Funded Course**

### **Clonmel**

Full Time | February | 14 Weeks

Email [courses@tipperaryetb.ie](mailto:courses@tipperaryetb.ie)

Call 052 6134333

**Note:**

Please have your learner permit in C  
Category licence obtained prior to  
course application.



HGV  
Rigid

### Clonmel Fulltime Course Commencing Clonmel February 07<sup>th</sup> 2022

Course Content Includes:

- Full HGV Category C Rigid Lorry Licence
- ADR Certificate and Experience of Driving with ADR qualified driver
  - Manual Handling Certificate
- RTITB Certificates in Powered Pallet Truck, Reach and Counterbalance Forklift Training plus HIAB and Mounted Truck forklift training.
- Health & Safety Certificate (Including Safe Pass, Fire Safety Certificate)
- IRU Academy Certificate in Safe Loading and Cargo Securing Programme
  - Certificate in Digital & Analogue Tachographs
  - Certificate in the Transport of Livestock/Equine
    - Field Trip
  - Career Planning/Job Seeking Skills
  - 2 Weeks Work Placement

To be eligible to attend the full time HGV Rigid Licence course with ADR Certificate the applicant must have the Learner Permit/Provisional Current Class C Driving Licence.

Includes lessons and test fees

This is a full time course, starting in February in Clonmel.

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

TIPPERARY EDUCATION AND TRAINING BOARD



CARRICK ON SUIR

CONTACT US

0526176755

bwhelan@tipperaryethb.ie

COMMUNICATIONS  
QQI LEVEL 5

Mandatory Module  
For All QQI Level 5  
Major Awards

Wednesday 9.30 -1pm January 2022

Apply online [www.fetchcourses.ie](http://www.fetchcourses.ie) - course ref : 338707



SOLAS  
learning works



Learning Together - Your Success, Our Goal #TETB

**\*\*Communications QQI Level 5 course\*\*** Coming up in Carrick on Suir in January 2022.  
This module can be used for many QQI Major Awards such as Healthcare, Business Administration, Early Childhood Care & Education etc

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



# Emergency Medical Technician

Full time | February | 10 weeks

## Clonmel

Become PHECC EMT Certified.

Course content:

Intro to Pre-Hospital Emergency Care

Patient Assessment

Respiratory Emergencies

Medical Emergencies

Obstetric Emergencies

Trauma

Paediatric Emergencies

Pre-Hospital Emergency Care Operations

Professional Development

Clinical Procedures

Health and Safety at Work

Email: [courses@tipperaryetb.ie](mailto:courses@tipperaryetb.ie)



**etb**  
The National Training Authority  
for the State

**Emergency Medical Technician Full Time course commencing in Clonmel February 07th 2022**

This course will cover the following topics:

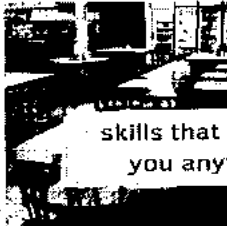
1. Introduction to Pre-Hospital Emergency Care
2. Patient Assessment
3. Respiratory Emergencies
4. Medical Emergencies
5. Obstetric Emergencies
6. Trauma
7. Paediatric Emergencies
8. Pre-Hospital Emergency Care Operations
9. Professional Development
10. Clinical Procedures
11. Health and Safety at Work

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

QQI Level 5 Award  
**Hospitality Operations**  
includes 12 weeks work placement Summer 2022

## Clonmel

FULL TIME | 50 WEEKS | FEBRUARY



skills that will take  
you anywhere



- Certified Barista Training
- Reception & Front Office Skills
- Food Preparation
- Accommodation Techniques
- Professional Bartending (Cocktails)
- Teamworking
- Work Experience

Your Summer Getaway Starts Here Book Your Place Today  
Call 052 613 4333



**etb**  
Employment Training Board  
www.etb.ie



**Hospitality Operations Traineeship Full Time course commencing in Clonmel from  
February 28<sup>th</sup> 2022**

Course Content includes:

- Work Experience
- Teamworking
- Reception & Frontline Office Skills
- Accommodation Techniques
- Restaurant Skills
- Food Preparation
- Barista Skills
- Professional Bartending (Cocktails)

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



**QQI AWARD**

# DIGITAL MARKETING PROGRAMME

ONLINE QQI LEVEL 5

For Further Information, Please Contact:

Lorraine

(052) 613 4333

courses@tipperaryetb.ie



**etb**  
 Bord Oideachais agus  
 Oifimh Thiobraid Árann  
 Tipperary Education and  
 Training Board




**www.fetchcourses.ie**  
**www.tipperaryetb.ie**

Commencement Date:  
 March 7<sup>th</sup> 2022




EUROPEAN UNION  
 Investing in your future  
 European Social Fund



An tBord Oideachais agus  
 Oifimh Thiobraid Árann  
 Department of  
 Education and Skills



**SOLAS**  
 Skills for Success






**Digital Marketing Online commencing March 07th 2022**

Course content includes:

- Digital Marketing
- Induction - Online Learning
- Career Planning & Job Seeking Skills

**\*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

## Free "Online" Training Courses

Course Title	Duration
Oracle Certified Associate Database SQL (12057)	34 Weeks
Graphic Design and Illustration using Illustrator (11882)	16 Weeks
Introduction to Programming using Python (10054)	26 Weeks
CompTIA Network + (09850)	26 Weeks
Certified Digital Marketing Professional – CDMP (09852)	26 Weeks
Microsoft PowerPoint 2016 (09757)	26 Weeks
Java Associate Developer SE8 (09599)	26 Weeks
Java Foundations Certified Junior Associate (07573)	26 Weeks
Software Testing - ISTQB Certified Tester Foundation Level (09408)	26 Weeks
Microsoft Excel 2016 (09667)	26 Weeks
Microsoft Word 2016 (09733)	26 Weeks
Programming using JavaScript (Microsoft Technology Associate)( 09781)	26 Weeks
Introduction to Programming using HTML and CSS (10146)	26 Weeks
ICDL ( 09857)	26 Weeks
Java Professional Developer SE 8 (09859)	26 Weeks
PRINCE2 Foundation (09941)	16 Weeks
Microsoft Access 2016 (09875)	26 Weeks
Microsoft Excel Expert 2016 (11384)	12 Weeks
Windows Security Administrator Fundamentals (11665)	12 Weeks
Windows Operating Systems Fundamentals (11595)	12 Weeks
Windows Server Administration Fundamentals(11664)	12 Weeks
Networking Fundamentals (11666)	16 Weeks
Microsoft Word Expert 2016 (11652)	12 Weeks
Database Fundamentals (11689)	16 Weeks
Implementing and Administering Cisco Solutions (CCNA) v1.0 200 301(11859)	26 Weeks
CompTIA A+ Core Series (11487)	26 Weeks
Visual Design using Adobe Photoshop(11860)	14 Weeks
Microsoft Azure Cloud Fundamentals(11881)	16 Weeks
Print and Digital Publication using InDesign (11880)	16 Weeks

***\*If you are interested in any of the above online courses please contact us at:  
Local Employment Service, Nano Nagle Centre, Carrick-on-Suir, Co. Tipperary***

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

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

***\*You can also check out [www.ecollege.ie](http://www.ecollege.ie) for more information on the above courses\****

## *Community Employment Scheme (CE) Vacancies*

### **Athletic Coach - Maintenance Person CE Scheme (2204221)**

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. This position will be with the Carrick on Suir Athletic Club and Community Games. Support and training will be provided to enable you to carry out this position. This training will take place at the Athletic Field and a number of local schools. No experience necessary. Duties will include: Delivering training sessions three evenings and two mornings a week to young athletes within club and school environments. Preparing and motivating young athletes for championships. Mentoring and supporting young athletes while supporting social inclusion. Adhered to all health and safety procedures as well as code of ethics and conduct in sport. Providing administration service: registrations, taking roll calls, etc. Other duties that may be required

### **Administration Assistant CE Scheme - Camphill( 2204080)**

Duties will include: Taking telephone calls-relaying messages, receiving and directing visitors, word processing, creating spreadsheets and presentations, and shredding/filing. Location: Camphill Communities Castle Street Carrick-on-Suir Co. Tipperary

### **Secretary (COSTEDC/COSDA) CE Scheme, Carrick-on-Suir (2202429)**

The secretary will provide assistance to the Carrick-on-Suir Tourism & Economic Development Committee and Carrick-on-Suir Development Association, duties may include but are not limited to the following: Keeping an updated registry of association member. Receive agenda from committee members, circulate agendas and reports. Record, publish, circulate and maintain the minutes of board/committee meetings. Maintain a calendar of association events and notify association personnel of forthcoming events in a timely manner. Act as a focal point for the receiving and sending of correspondence on behalf of the association. Keep a copy of all inwards and outwards correspondence. Maintain records of the association. Sending out notices of general meetings to the association membership. Ongoing liaison with the chair and other board members. Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations. Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and preparing a report of the organisation's activities for the year, for the Annual General Meeting.

### **Cook & Housekeeper (Special Needs Assistant) CE Scheme (2201363)**

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Cook/Housekeeper / Special Needs Assistant required for Camphill Community. Applicants must supply suitable character references and be prepared to complete a Garda vetting form. Training will be provided. Cooking duties to include: cutting and preparation of daily meals and serving meals. Housekeeping duties to include: cleaning, dusting and maintaining Health and Safety regulations. Ability to work with and give instructions to young adults with special needs. Good listening communication skills are desirable. Working with individuals on a one-to-one basis. Maintain all equipment to a high standard. Have good understanding of Health and Safety regulations.

### **Housekeeper CE Scheme - Sean Kelly Sports Centre ( 2197367)**

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. 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 -Carrick United Club (2193484)**

Maintenance work at the club grounds including pitch maintenance and other maintenance as need at the club grounds.

**Maintenance Person / Groundsperson CE Scheme - Mollerans GAA Club ( 2193482)**

maintenance of the GAA club including pitch maintenance and general maintenance work at the club grounds.

**Athletic Coach/Admin Assistant CE Scheme - Carrick-on-Suir Athletic Club (2203502)**

This position will be with the Carrick on Suir Athletic Club and Community Games. Support and training will be provided to enable you to carry out this position. This training will take place at the Athletic Field and a number of local schools. No experience necessary. Duties will include: Delivering training sessions three evenings and two mornings a week to young athletes within club and school environments. Preparing and motivating young athletes for championships. Mentoring and supporting young athletes while supporting social inclusion. Adhered to all health and safety procedures as well as code of ethics and conduct in sport. Providing administration service: registrations, taking roll calls, etc. Other duties that may be required

**Caretaker CE Scheme – Community Hall, Carrick-beg (2192816)**

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 (2192782)**

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

**Maintenance Person / Groundsperson CE Scheme - Rathgormack Hiking Centre (2180990)**

Indoor and outdoor maintenance at Rathgormack Hiking Centre.

**Kitchen Assistant CE Scheme, Piltown ( 2196386)**

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.

**Grounds and Maintenance Worker CE Scheme, Piltown (2196387)**

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

**\*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)\***