

# THIS WEEKS JOB VACANCIES

## 12th January 2022

***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  
13/1/22

# SAFE PASS COURSE

TO BE HELD IN CLONMEL  
THURSDAY 13TH JANUARY AND  
FRIDAY 21ST JANUARY

TO BOOK TELEPHONE  
052 6123111 OR  
086 8121590

EMAIL: [peter@semiton.com](mailto:peter@semiton.com)

## PERSON REQUIRED BOOK KEEPER/ ACCOUNTANT

FOR 20-25 HOURS PER WEEK

Work from home on contract basis

### Requirements:

- Prepare accounts for sole trader and small companies
- Accounts for Companies Registration Office
- Experience with ROS system and filing of tax returns
- Experience with Sage for preparing accounts
- Knowledge of preparing Vat returns and Payroll systems

Please reply with CV to PO Box 839

## DAIRY FARM WORKER

REQUIRED

Full-time or  
Part-time position available

Newcastle, Clonmel Co. Tipperary  
Call 085 7466211

## FULL TIME HOUSEKEEPER

WANTED

A mature professional couple (no children) require a full time housekeeper in large country house near Cahir. The successful candidate will require a good work ethic, cooking skills, ability to run house on own initiative and a full drivers licence.

Self contained accommodation (cottage) available if required for the suitable candidate.

The successful candidate will be rewarded with long term secure well paid permanent employment.

Replies and C.V. to: [kproperties77@gmail.com](mailto:kproperties77@gmail.com)

The Nationalist  
13/1/22

## RATHKEEVAN NURSING HOME CLONMEL

RATHKEEVAN NURSING HOME ARE  
LOOKING TO RECRUIT

**PART TIME  
ACTIVITIES COORDINATOR,  
PART TIME/FULL TIME  
CLEANING AND LAUNDRY STAFF  
AND PART TIME/FULL TIME  
CARE ASSISTANTS  
(DAY AND NIGHT SHIFTS)**

APPLICATIONS ARE INVITED FROM  
INTERESTED CANDIDATES WHO POSSESS PRIOR  
EXPERIENCE FOR ACTIVITIES COORDINATOR &  
CLEANING/LAUNDRY STAFF IN THIS ROLE AND  
QQ1 APPROVED OR EQUIVALENT QUALIFICATION  
FOR CARE ASSISTANTS.

PLEASE FORWARD THE CV'S TO  
THE GENERAL MANAGER,  
RATHKEEVAN NURSING HOME, CLONMEL OR  
EMAIL: [rathkeevinursing@gmail.com](mailto:rathkeevinursing@gmail.com)



## ADMINISTRATOR/ PURCHASER -

**required full time position**

Three years minimum experience with good  
communication and IT skills essential.  
Construction knowledge an advantage.

Please send your CV in confidence to:  
HR Dept, Aurora Management Specialists Ltd, Unit 12B,  
Ard Gaoithe Business Park, Cashel Road, Clonmel,  
Co. Tipperary no later than 19th January 2022.



**Castlecomer  
Discovery Park**  
Yours to enjoy

## Education & Public Engagement Manager

Castlecomer Discovery Park is a multi-activity adventure park operating as a not-for-profit social enterprise. We welcome 144,000+ visitors annually with 11,000 participating in our outdoor learning programmes across formal education and informal public engagement sectors. Through adventure, curriculum-linked activities and public outreach, we are committed to promoting the benefits of outdoor and STE(A)M learning, environmental sustainability and wellbeing.

We are recruiting an innovative, dynamic individual to manage and develop the education, outreach and public engagement aspects of our organisation. This is a leadership role, for someone who is an effective communicator with professional experience of Ireland's education system and a passion for the outdoor environment and STE(A)M learning.

The successful candidate will work within the management team with a focus on effective programme design and delivery, optimised management of resources and workforce management. A key measurement of success will be growth of existing programmes and establishment of new partnerships. This is a rare opportunity to be at the forefront of one of Ireland's leading education and activity centres.

Please send your CV & Cover Letter to [info@discoverypark.ie](mailto:info@discoverypark.ie) marked **Education & Public Engagement Manager** by 30<sup>th</sup> January 2022.

For full job specification go to [www.discoverypark.ie](http://www.discoverypark.ie)

**Discover  
Adventure**

Munster Express  
11/1/22

Current openings  
in Clinical and  
Manufacturing  
industrial sites

## 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



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

### **VACANCIES FOR: CLERICAL OFFICER**

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for Inclusion on a panel from which vacancies (as they arise) in the above position will be filled.

Application Form and Candidate Information Booklet for the above position are available to be downloaded from Waterford City & County Council's website [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie)

Completed application forms must be emailed to [recruitment@waterfordcouncil.ie](mailto:recruitment@waterfordcouncil.ie) clearly stating the position applied for in the subject line to be received no later than **4p.m. on Thursday, 3rd February, 2022**. Hard Copies will not be accepted.

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

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

**WATERFORD CITY AND COUNTY COUNCIL IS AN  
EQUAL OPPORTUNITIES EMPLOYER.**

Waterford News + Star  
11/1/22



## 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 following post:

### Community Youth Worker Post – North Suburbs CYP (Part-time)

Based in the Community House, 64 Gracedieu Heights, Waterford, the project aims to enable the local community to identify and respond to the needs of young people through the development of a variety of youth work responses as part of an Integrated Youth Service.

Key responsibilities are to:

- Develop and extend existing programmes and responses with young people aged 10 to 24 years
- Increase the level of youth participation in the Project
- Recruit, train, support and work with volunteers to develop a community-led response

The project is supported and funded through the Department of Children, Equality, Disability, Integration & Youth and Waterford Wexford ETB

Ideal candidates for the posts, should demonstrate flexibility, motivation and initiative, have excellent interpersonal, organisational, communication and facilitation skills, be able to engage young people in developmental group work and to build, lead and develop a volunteer team. The successful candidates will be committed to working in partnership with young people, local adults and allied professionals and will be strong team players. They must have at least 1 year's (ideally 2 years') professional experience of working directly with young people and a recognised qualification in Youth and Community Work or related discipline.

To apply please visit [www.wstcys.ie](http://www.wstcys.ie) for information on recruitment and request a Job Description and Application Form to [jobs@wstcys.ie](mailto:jobs@wstcys.ie)

Closing date for return of applications by e-mail is  
**12noon on Friday 21st January 2022.**

Short-listing will apply and a panel may be formed for future vacancies

We confirm that our organisation complies with The Governance Code for the Community, Voluntary and Charitable Sector in Ireland

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



An Roinn Leanaí, Comhionannais,  
Míchumais, Lápháirtíochta agus Oige  
Department of Children, Equality,  
Disability, Integration and Youth



wweth  
Waterford & South Tipperary  
Youth Work



Youth Work Ireland



## We're Hiring

Happy Holidays to all those visitors who are returning to Kilkenny to spend some time with family and friends and breathe some fresh Kilkenny air

Why not consider re-locating to Kilkenny and use your skill sets to take up employment locally.

We are an expanding engineering company and we are looking for: **Cad Technicians, Metal Fabricators, Fitters, Welders (and apprentices).**

Also **Steel Erectors and General Operatives**

Email: [info@greensquare.ie](mailto:info@greensquare.ie) today and we will arrange an informal chat with you or leave a message on 086-2605190 and we will get back to you.

...Green Square Ltd.

10 Castlecomer Business Park, Castlecomer, Co Kilkenny  
Tel: 056 4440029 | Email: [info@greensquare.ie](mailto:info@greensquare.ie)  
Web: [www.greensquare.ie](http://www.greensquare.ie)



## STUD FARM IN KILMACTHOMAS AREA

Seeks applications for  
Forthcoming Foaling Season  
(Jan-May)

## NIGHT-TIME SUPERVISOR

For further information

Please Contact  
**087-6688958**



## 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 following post:

### Community Youth Worker Post – Shy Project

Based in the SHY Centre, St. John's Park, Waterford, the project aims to enable the local community to identify and respond to the needs of young people through the development of a variety of youth work responses as part of an Integrated Youth Service.

Key responsibilities are to:

- Develop and extend existing programmes and responses with young people aged 10 to 24 years
- Increase the level of youth participation in the Project
- Recruit, train, support and work with volunteers to develop a community-led response

The project is supported and funded through the Department of Children, Equality, Disability, Integration & Youth and Waterford Wexford ETB

Ideal candidates for the posts, should demonstrate flexibility, motivation and initiative, have excellent interpersonal, organisational, communication and facilitation skills, be able to engage young people in developmental group work and to build, lead and develop a volunteer team. The successful candidates will be committed to working in partnership with young people, local adults and allied professionals and will be strong team players. They must have at least 1 year's (ideally 2 years') professional experience of working directly with young people and a recognised qualification in Youth and Community Work or related discipline.

To apply please visit [www.wstcys.ie](http://www.wstcys.ie) for information on recruitment and request a Job Description and Application Form to [jobs@wstcys.ie](mailto:jobs@wstcys.ie)

Closing date for return of applications by e-mail is  
**12noon on Friday 21st January 2022.**

Short-listing will apply and a panel may be formed for future vacancies

We confirm that our organisation complies with The Governance Code for the Community, Voluntary and Charitable Sector in Ireland

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



An Roinn Leanaí, Comhionannais,  
Macnuasa, Lámhaíochta agus Oige  
Department of Children, Equality,  
Disability, Integration and Youth



**wwetb**

Waterford & South Tipperary  
Employment Training Board



Youth Work Ireland

Waterford News + Star  
11/1/22

#### REQUIRED

### PRACTICE NURSE

PART-TIME POSITION  
FOR BUSY GP PRACTICE IN  
WATERFORD CITY.

Experience of working in a busy GP  
Practice desired but not essential.

Apply with CV and Cover letter to

[jobs@waterford-news.com](mailto:jobs@waterford-news.com)

or by post to: PO Box 1824

C/o Waterford News & Star

Gladstone House,

Gladstone Street, Waterford

#### REQUIRED

### MEDICAL SECRETARY

PART-TIME POSITION  
FOR BUSY GP PRACTICE IN  
WATERFORD CITY.

Previous experience essential  
but not necessary.

Apply with CV and Cover letter to

[jobs@waterford-news.com](mailto:jobs@waterford-news.com)

or by post to: PO Box 1824

C/o Waterford News & Star

Gladstone House,

Gladstone Street, Waterford



**SENATOR**  
WINDOWS



**Senator Windows is Ireland's leading  
supplier of high performance and security  
rated windows and doors to the new build  
and replacement market.**

Due to our increased workload we are currently looking to  
recruit the following:

- Experienced windows and door installers. The ideal candidates should be experienced in carpentry & plastering reveals and walls and working to a high standard.
- Semi-skilled/General Operatives, no experience in the window industry is necessary as full training will be provided, however experience in construction would be an advantage.
- Service Technician (Flexible hours, possibly part time or full time employment).

Candidates must be presentable and have the ability to deal with customers in a professional manner. Excellent organisational skills, accuracy and attention to detail is essential.



Interested candidates should contact:

Andy Hennessy on 087 1270730 or email CV to  
[andy.hennessy@senatorwindows.ie](mailto:andy.hennessy@senatorwindows.ie)

Senator Windows, Knockgraffon House, Cahir, Co. Tipperary  
[senatorwindows.ie](http://senatorwindows.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 following post:

### Youth Justice Worker (Maternity Cover)

In this post, you will join our team of staff and volunteers in the S.W.A.Y. Garda Youth Diversion Project. The catchment area of this GYDP is the Sacred Heart and Dunmore Road Neighbourhoods of Waterford City.

The aim of the Garda Youth Diversion Projects is to respond to the needs of unattached young people aged 12 to 18 years who are involved in and/or at risk of criminal or anti-social behaviour in their catchment areas. The purpose of GYDPs is to assess the needs and risks of the target group, to engage them in a process of learning and development that will enable them to critically examine their own offending and to support them to make positive lifestyle choices that will protect them from involvement in criminal, harmful or socially unacceptable behaviours.

Working closely with other WSTCYS staff on the ground, the Youth Justice Worker will deliver effective youth justice work through a variety of individualised interventions and youth work programmes, developing and extending existing responses (including after hours and some weekend contact) and increasing the level of participation in the Project of young people, volunteers, the wider community and other stakeholders, including building effective working relationships with locally based youth and community groups and relevant statutory organisations.

Funded through the European Social Fund, the Youth Justice Worker will have a particular focus on delivering work in the context of:

- Improving the prospects of sustainable employment by identifying pathways for individual participants towards the labour market
- Enabling participants to access further and second chance education and training opportunities
- Promoting acceptance of diversity in the workplace

Ideal candidates for the post should demonstrate flexibility, motivation and initiative, have excellent interpersonal, organisational, communication and facilitation skills, be strong team players and be committed to creating with others participatory and effective responses to young people's needs and interests. They must have at least 1 year's (ideally 2 years') professional experience of working directly with young people and a recognised qualification in Youth and Community Work or related discipline. Understanding of the principles, practices and working methods associated with youth justice work would be an advantage.

To apply please visit [www.wstcys.ie](http://www.wstcys.ie) for information on recruitment and request a Job Description and Application Form to [jobs@wstcys.ie](mailto:jobs@wstcys.ie) Closing date for return of applications by e-mail is 5pm on Friday 21st January 2022.

Short-listing will apply and a panel may be formed for future vacancies

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

We confirm that our organisation complies with The Governance Code for the Community, Voluntary and Charitable Sector in Ireland

Rialtas na hÉireann  
Government of Ireland



Có-mhaoinithe ag ar  
Aontas Eorpach  
Co-funded by the  
European Union



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

Kilkenny People  
11/1/22

## TRANSPORT PLANNER

A Transport Planner is required for a transport Company based in Co. Waterford, Reporting to the Transport Manager you will carry out route planning and scheduling of collections and deliveries. Essentially you will take orders from customers, allocate the orders to trucks based on priority, geographical region, and driver/truck availability and schedule in an efficient and effective manner in conjunction with our team of planners.

### MAIN AREAS OF RESPONSIBILITIES:

- Arranging deliveries and collections as per customer requirements.
- Agree on additional rates where necessary.
- Analysing routing and distribution plans and identifying opportunities to optimize customer deliveries.
- Organize distribution assets to ensure maximum distribution efficiencies including usage of trucks and equipment whilst ensuring strict health and safety compliance.
- Work with drivers to ensure all collections and deliveries are completed as scheduled and rearrange as required on an urgent basis.
- Input data into the transport management system including costs for each activity.
- Optimize Customer relationship management to increase customer satisfaction, during normal deliveries and in the context of customer dissatisfaction.
- Provide first-class customer service to all our customers.
- Ensure IT systems and reports are utilized to maximize efficiencies
- Support the administration of the company maintenance management systems.
- Cover is required for other roles based in the same office. • Additional duties as required.

### REQUIREMENTS:

- Min 3 years in transport and distribution planning.  
(Will consider a candidate with other transferrable skills)
- Logistics qualification is an advantage. • German / polish speaking is an advantage.
- Excellent computer skills, incl Microsoft Excel.
- Planning and organizing, as well as flexibility and ability to work in a fast-paced changing environment.
- Strong teamwork skills and customer service.
- Weekend and out of hours work is a requirement on a rotation basis
- Good Geographical Knowledge of Ireland
- Full understanding of Drivers Hours and Tachograph Regulations

Application deadline: 28/01/2022 Job Type: Full-time, Permanent

Salary: From € 25,000.00 per year depending on experience and qualifications

Experience: Transport: 3 years (Preferred) Education: Leaving Certificate (Preferred)

Language: German / Polish (advantageous)

Apply to Box Number 1825, Waterford News & Star, Gladstone Street, Waterford.

## SUPERVISOR REQUIRED

Full Time position,  
Flexibility is essential.

**Minimum 2 years  
experience preferred.**

Must have knowledge  
of HACCP  
Retail background desirable  
but not essential

Please forward CV along  
with cover letter to  
[coxsretail@gmail.com](mailto:coxsretail@gmail.com)

# Bookkeeper

- €30,000-€33,000 per annum
- Permanent full-time

## Full time Bookkeeper required.

The ideal candidate will be well organized and comfortable dealing with financial data. This individual will be responsible for data processing, reconciliations and accounts payable within the company. They should be excellent at recording data and have an ability to produce clear financial reports. The successful applicant will also be responsible for maintaining the fixed asset register within the company.

### Responsibilities:

- Monitor accounts payable & deal with any queries
- Processing of Purchase Invoices
- Processing of Bank
- Reconciling Bank & Creditors
- Maintaining Fixed Asset Register

### Qualifications:

- A firm understanding of accountancy
- 3+ years of experience in related field
- Proficient in Microsoft Office suite and Sage Line 50
- Strong organizational and analytical skills
- Detail oriented

Please Reply to Box Number 2047 Kilkenny People Office, High St, Kilkenny.

Kilkenny People  
14/1/22

BORRIS LODGE  
Nursing Home

Member of Evergreen Care



*We are hiring*

## Person In Charge with Borris Lodge Nursing Home

Applications are invited for the position of Person In Charge at Borris Lodge Nursing Home, an established home catering for the care and accommodation of 49 residents. This is a fantastic opportunity for the successful candidate to further their career with one of Ireland's leading private nursing home operators.

### Requirements:

- Minimum 5 years' experience
- Excellent knowledge of HIQA standards
- Evidence of continuous professional development
- Be registered with NMBI or be entitled to be so registered
- Possesses the clinical, administrative and leadership capacity to properly discharge the functions of the role

### Benefits:-

- Fantastic training and career development opportunities
- Unique, friendly, and caring working environment
- Flexible working
- Free on-site car parking
- Competitive Salary
- Excellent interpersonal skills

For more information or to apply, email your CV to [juliette@evergreencare.ie](mailto:juliette@evergreencare.ie) or apply through our website [www.evergreencare.ie](http://www.evergreencare.ie).



Rúnaí Scoile/  
School Secretary  
Gaelscoil Osraí

Have the following vacancy  
**Full time**

**CAIGHDEÁN MAITH  
GAELIGE AG TEASTÁIL**

Applications to  
[postanna@osrai.com](mailto:postanna@osrai.com)  
by January 28th 2022

**Cleaner**

**Required**

Cleaner needed for house in the  
Ballingarry area.

- One day per week • Good rates offered
- Own transport required

Contact Ann on 086-1700400

## New Year New Career

At



*Specialists in all things Gas*

### QUALIFIED DOMESTIC PLUMBERS

- €45-€60k Basic Salary
- Performance Bonuses
- Paid annual leave
- Company Van
- Fuel Card
- Uniform
- Ongoing Training

#### The role:

You will be performing onsite plumbing maintenance, repairs, new installs, re-fits and servicing throughout Leinster. Our enviable client list includes both domestic and commercial customers and you will become part of an award-winning, growing team committed to being at the leading edge of heating and plumbing technology.

#### About you:

Ideally you will be RGII and Fgas qualified, although we will consider applications from candidates with a friendly, can-do attitude. You will have excellent attention to detail and perform your tasks in a timely manner.

#### Sound interesting?

Get in touch by sending your CV to [recruitment@rdplumbing.ie](mailto:recruitment@rdplumbing.ie) or calling us on **0564440874**

Kilkenny People  
14/1/22

## FINANCE MANAGER

### PART TIME

- €34,000 - €36,000 per annum
  - Permanent part-time (Three day working week)
- Finance Manager required for a successful business in the South-East Region. This is a permanent role and you will manage and motivate the finance team. You will report directly to the managing directors.

#### Responsibilities include:

- Day to day management of finance staff (bookkeeping, accounts payable, billing, credit control), gaining an excellent understanding of workloads and resourcing requirements.
- Managing weekly payroll for circa 200 staff.
- Responsibility for regulatory reporting, statutory accounts, managing audit process and liaising with accountants/auditors.
- Delivery of monthly management accounts pack to meet reporting deadlines including management of the general ledger and reviewing all balance sheet reconciliations.
- Develop deep understanding of Revenue and Cost of Sales by channel for accurate gross margin analysis.
- Stock & Fixed Asset management, ensuring the system is maintained and accurate.
- Partner with department managers to assist in implementation of new systems.
- Pro-active approach to identifying on-going reporting process developments to reflect changing and evolving needs.
- Understand current systems (Sage Line 50, Brightpay) and posting profiles and contribute to new software implementation of next 24 months.

#### Qualifications:

- Qualified ACA, ACCA, CPA.
- 3+ years of experience.
- Experience in Payroll.
- Proficient in Microsoft Office suite and Sage Line 50.
- Strong organizational and analytical skills.
- Detail oriented.

Reply to Box Number 2047

Kilkenny People Office, High St. Kilkenny.

**Mowlam  
Healthcare**

An Irish Healthcare Company



## **Career Opportunities**

Archersrath Nursing Home,  
Kilkenny

We are currently recruiting for

# **KITCHEN ASSISTANT HEALTHCARE ASSISTANT STAFF NURSE**

Applications to be sent by email to

[archersrathnursinghome@mowlamhealthcare.com](mailto:archersrathnursinghome@mowlamhealthcare.com)

*Mowlam Healthcare is an Equal Opportunities Employer*

### **Dublin Herbalists**

A natural skincare company based in Mullinahone  
is seeking

## **General Operative**

Working as part of our making and packing team, candidates should have previous experience of working in a hands-on production based environment, with an interest in natural products an advantage. If you are available to work on a full-time basis from Monday to Friday, are a team player with a positive outlook and enjoy an active and varied working day send your CV to

[hello@dublinherbalists.ie](mailto:hello@dublinherbalists.ie)

*Dublin Herbalists is an equal opportunities employer*

**excel electrical**

Excel Electrical are a leading nationwide Electrical contracting company based in Kilkenny with offices in Dublin and are looking to recruit: -

## **Fire Alarm and Security Manager/Lead**

Successful candidate will be responsible for overseeing the pre-installation, design and commissioning of Fire Systems, CCTV Systems, Door Access Systems and Intruder Alarm Systems in largescale commercial & industrial projects.

Previous experience essential in the security industry.

Apply by emailing your CV to:

[mwalsh@excelelect.com](mailto:mwalsh@excelelect.com)

[www.excelelect.com](http://www.excelelect.com)

Kilkenny People  
14/1/22

Kilkenny People  
14/1/22



**Castlecomer  
Discovery Park**  
Yours to enjoy

## **Education & Public Engagement Manager**

Castlecomer Discovery Park is a multi-activity adventure park operating as a not-for-profit social enterprise. We welcome 144,000+ visitors annually with 11,000 participating in our outdoor learning programmes across formal education and informal public engagement sectors. Through adventure, curriculum-linked activities and public outreach, we are committed to promoting the benefits of outdoor and STE(A)M learning, environmental sustainability and wellbeing.

We are recruiting an innovative, dynamic individual to manage and develop the education, outreach and public engagement aspects of our organisation. This is a leadership role, for someone who is an effective communicator with professional experience of Ireland's education system and a passion for the outdoor environment and STE(A)M learning.

The successful candidate will work within the management team with a focus on effective programme design and delivery, optimised management of resources and workforce management. A key measurement of success will be growth of existing programmes and establishment of new partnerships. This is a rare opportunity to be at the forefront of one of Ireland's leading education and activity centres.

Please send your CV & Cover Letter to [info@discoverypark.ie](mailto:info@discoverypark.ie) marked **Education & Public Engagement Manager** by 30<sup>th</sup> January 2022.

For full job specification go to [www.discoverypark.ie](http://www.discoverypark.ie)

**Discover  
Adventure**

# Dungarvan Leader

DUNGARVAN LEADER, FRIDAY, JANUARY 14, 2022

## SITUATIONS VACANT

**WANTED** — Experienced tractor driver/farm machinery operator required. Applicant will also be working on a tillage and beef farm, full time position. Contact Kieran Hallahan, Cappoquin. Tel. 087 2549759. (21/1)

### HOME HELP REQUIRED FOR POST PARTUM MOTHER —

Duties Include: help with 3.5 year old and 18 month old, light household cleaning, laundry and meal prep. Modeligo area, start in February. Pay and hours negotiable. Contact: 087 9398862. (4/2/R)

**WANTED** — Childminder to mind 2 year old in child's own home starting January 2022 for 2/3 days per week. Cappagh/Aglish area. References essential. Contact 086 1947657. (14/1/R)

### DAIRY HERDSMAN REQUIRED

— For full time position on local dairy farm. Duties will include milking, general animal husbandry and some light machinery work. Generous remuneration package for suitable candidate. Accommodation available. Tel. Eamon 087 2305084. (21/1)

### MILKER / CALF REARER REQUIRED FOR SPRING. —

Part time Dungarvan area. Approx 2 hours am & 2 hours pm. Top pay rates. Can be flexible on times. Phone 087 6109301. (1)

# Dungarvan Leader

## Recruitments

To place an advert in our recruitment section  
call us on 058 41203  
or email [adverts@dungarvanleader.com](mailto:adverts@dungarvanleader.com)

## Legal Secretary

Legal Secretary required for busy Solicitor's office based in Dungarvan to join their team.

The successful applicant should have the following:

- Strong background in litigation is essential.
- Strong dictaphone typing with a minimum 50 WPM speed.
- Excellent people skills, phone skills and organisational skills.
- Strong administration skills.
- Previous experience working in a busy office is essential.

To apply please send a CV and a cover letter (as Box No. 93),  
Dungarvan Leader, 18 Mitchell Street, Dungarvan, Co. Waterford.



LISMORE COMMUNITY CHILDCARE CENTRE LTD  
[www.sallywagslismore.com](http://www.sallywagslismore.com)

We wish to recruit enthusiastic, dynamic team players  
Interested in their own personal and professional  
development as well as the development of the children  
attending Sallywags.

### POSITIONS AVAILABLE:

**Early Years Practitioner**  
Fixed term appointment of 3 months (with possibility of  
extension), up to 20 hours per week  
and

### Relief Panel

To cover annual leave and sick time.

### REQUIREMENTS:

- Level 5 Childcare Qualification with at least 1 year's experience  
working within a play based childcare setting.
- Current Tusla Children's First Certificate.

Please forward a letter of application and CV  
before 21st January 2022 to:

Kristin Murray, Manager,  
Sallywags,  
Lismore Community Childcare Centre Ltd,  
Bothar Mechuda, Lismore, Co. Waterford.  
Email: [sallywags.lismore@gmail.com](mailto:sallywags.lismore@gmail.com)



# SHAW'S

DEPARTMENT STORES

## PART-TIME OPPORTUNITIES

Shaws Department Stores are seeking  
enthusiastic people to join our Dungarvan  
team in the following positions:

## PART TIME SALES ASSISTANTS

Previous retail experience is desirable.  
A commitment to customer service is essential.

Please apply with cv and cover letter  
by Friday 21st January to:  
[dungarvan@shaws.ie](mailto:dungarvan@shaws.ie)



## WE ARE RECRUITING

Take your career to the next level with Cliff House Hotel  
We are currently recruiting for the following positions:

Experienced Chef de Partie - 1\* Michelin House Restaurant

Experienced Service Staff/Chef de Rang - House Restaurant

Experienced Mixologist

Experienced Receptionist

### TO APPLY:

Forward your CV and cover letter to [lyoung@cliffhousehotel.ie](mailto:lyoung@cliffhousehotel.ie)

## TRANSPORT PLANNER REQUIRED

A Transport Planner is required for a transport company based in Co. Waterford. Reporting to the Transport Manager you will carry out route planning and scheduling of collections and deliveries. Essentially you will take orders from customers, allocate the orders to trucks based on priority, geographical region, and driver/truck availability and schedule in an efficient and effective manner in conjunction with our team of planners.

### MAIN AREAS OF RESPONSIBILITIES:

- Arranging deliveries and collections as per customer requirements.
- Agree on additional rates where necessary.
- Analysing routing and distribution plans and identifying opportunities to optimise customer deliveries.
- Organise distribution assets to ensure maximum distribution efficiencies including usage of trucks and equipment whilst ensuring strict health and safety compliance.
- Work with drivers to ensure all collections and deliveries are completed as scheduled and rearrange as required on an urgent basis.
- Input data into the transport management system including costs for each activity.
- Optimise Customer relationship management to increase customer satisfaction during normal deliveries and in the context of customer dissatisfaction.
- Provide first-class customer service to all our customers.
- Ensure IT systems and reports are utilized to maximise efficiencies.
- Support the administration of the company maintenance management systems.
- Cover is required for other roles whilst in the same office.
- Additional duties as required.

### REQUIREMENTS:

- Min 3 years in transport and distribution planning. (Will consider a candidate with other transferable skills).
- Logistics qualification is an advantage.
- German / Polish speaking is an advantage.
- Excellent computer skills, including Microsoft Excel.
- Planning and organising, as well as flexibility and ability to work in a fast-paced changing environment.
- Strong teamwork skills and customer service.
- Weekend and out of hours work is a requirement on a rotation basis.
- Good geographical knowledge of Ireland.
- Full understanding of Drivers Hours and Tachograph Regulations.

Application deadline: 28/01/2022

Job Type:

Full-time, Permanent

Salary:

From € 25,000.00 per year depending on experience and qualifications

Experience:

Transport: 3 years (Preferred)

Education:

Leaving Certificate (Preferred)

Language:

German / Polish (Advantageous)

Please reply to: Box No. 930, Dungarvan Leader, 18 Mitchell Street, Dungarvan, Co. Waterford.

# SITUATIONS VACANT

DUNGARVAN OBSERVER | Friday, 14 January, 2022

Telephone: (056) 41206 / 42042 | e-mail: adverts@dungarvanobserver.ie | Deadline for all adverts is 12.00 noon each Tuesday



Contraile Cathrach & Contae Phort Láirge

## VACANCIES FOR: CLERICAL OFFICER

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for inclusion on a panel from which vacancies (as they arise) in the above position will be filled.

Application Form and Candidate Information Booklet for the above position are available to be downloaded from Waterford City & County Council's website [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie)

Completed application forms must be emailed to [recruitment@waterfordcouncil.ie](mailto:recruitment@waterfordcouncil.ie) clearly stating the position applied for in the subject line to be received no later than 4 p.m. on Thursday, 3rd February, 2022. Hard Copies will not be accepted.

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

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

WATERFORD CITY AND COUNTY COUNCIL IS AN  
EQUAL OPPORTUNITIES EMPLOYER.

## Transport Planner Required

A Transport Planner is required for a Transport Company based in Co. Waterford. Reporting to the Transport Manager you will carry out route planning and scheduling of collections and deliveries. Essentially you will take orders from customers, allocate the orders to trucks based on priority, geographical region, and driver/truck availability and schedule in an efficient and effective manner in conjunction with our team of planners.

### Main areas of responsibilities:

- Arranging deliveries and collections as per customer requirements.
- Agree on additional rules where necessary.
- Analysing routing and distribution plans and identifying opportunities to optimise customer deliveries.
- Organise distribution assets to ensure maximum distribution efficiencies including usage of trucks and equipment whilst ensuring strict health and safety compliance.
- Work with drivers to ensure all collections and deliveries are completed as scheduled and rearrange as required on an urgent basis.
- Input data into the transport management system including costs for each activity.
- Optimise Customer relationship management to increase customer satisfaction, during normal deliveries and in the context of customer dissatisfaction.
- Provide first-class customer service to all our customers.
- Ensure IT systems and reports are utilised to maximise efficiencies.
- Support the administration of the company maintenance management systems.
- Cover is required for other roles based in the same office.
- Additional duties as required.

### Requirements:

- Min. 3 years in transport and distribution planning. (Will consider a candidate with other transferrable skills).
- Logistics qualification is an advantage.
- German / Polish speaking is an advantage.
- Excellent computer skills, incl Microsoft Excel.
- Planning and organising, as well as flexibility and ability to work in a fast-paced changing environment.
- Strong teamwork skills and customer service.
- Weekend and out of hours work is a requirement on a rotation basis.
- Good Geographical Knowledge of Ireland.
- Full understanding of Drivers Hours and Tachograph Regulations.

Application deadline: 28/01/2022

Job Type: Full-time, Permanent

Salary: From €25,000.00 per year depending on experience and qualifications

### Experience:

- Transport: 3 years (Preferred)
- Education: Leaving Certificate (Preferred)
- Language: German / Polish (advantageous)

Please reply with CV and contact details to:

Box No. 8056

**LISMORE COMMUNITY CHILDCARE CENTRE LTD**  
[www.sallywagslismore.com](http://www.sallywagslismore.com)

We wish to recruit enthusiastic, dynamic team players interested in their own personal and professional development as well as the development of the children attending Sallywags.

### Positions Available:

Early Years Practitioner Fixed Term appointment of 5 months (with possibility of extension) up to 20 hours per week and Relief Panel, to cover annual leave and sick time.

### Requirements:

Level 5 Childcare Qualification with at least 1 year experience working within a play based childcare setting. Current Tusla Children's First Certificate

Please forward a letter of application and CV before 21st January, 2022, to:

Kristin Murray  
Manager  
Sallywags  
Lismore Community Childcare Centre Ltd  
Bohar Mochuda  
Lismore  
Co. Waterford  
Email: [sallywags.lismore@gmail.com](mailto:sallywags.lismore@gmail.com)



**WE ARE RECRUITING**

Take your career to the next level with Cliff House Hotel  
We are currently recruiting for the following positions:

Experienced Chef de Partie - 1\* Michelin House Restaurant  
Experienced Service Staff/Chef de Rang - House Restaurant  
Experienced Mixologist  
Experienced Receptionist

**TO APPLY:**  
Forward your CV and cover letter to [hr@cliffhousehotel.ie](mailto:hr@cliffhousehotel.ie)

**PART-TIME MILKER / CALF REARER REQUIRED FOR SPRING** – Dungarvan area. Appox. 2 hours a.m. and 2 hours p.m. daily. Top pay rates. Times can be flexible. Tel. (087) 6109301. (14-1)

**KIND RELIABLE TRUSTWORTHY LADY REQUIRED** – To bring children from their own home to school on school days and do some light housework. Abbeyside / Dungarvan area. Car owner. Needed from 8.00 a.m. to 10.30 a.m. with more hours if interested. Contact Ann on 086-2319713. (4-2)

## Walsh's Texaco Station LEMYBRIEN

Full and part-time positions available for  
**Deli Assistant &  
Sales Assistant**

**MUST BE OVER 18 YEARS**  
Full training will be provided.  
C.V. can be dropped direct to store or by email to:  
moirapower75@gmail.com

(21-1)

## Legal Secretary

**Legal Secretary required for busy Solicitor's Office based in Dungarvan to join their team**

*The successful applicant should have the following:*

- Strong background in litigation is essential
- Strong dictaphone typing with a minimum 50WPM speed
- Excellent people skills, phone skills and organisational skills
- Strong administration skills
- Previous experience working in a busy office is essential

*To apply email a CV and cover letter to:*

**Box No. 8057**

## STUD FARM IN KILMACHTHOMAS AREA

Seeks applications for forthcoming  
Foaling Season  
(Jan-May)

**Night-time Supervisor**

For further information please contact:  
**087-6688958**

(14-1)

# SHAW'S

DEPARTMENT STORES

## PART-TIME OPPORTUNITIES

Shaws Department Stores  
are seeking  
enthusiastic people to join our  
Dungarvan team  
in the following positions:

## PART-TIME SALES ASSISTANTS

Previous retail experience is desirable.

A commitment to customer service is essential.

Please apply with CV and cover letter  
by Friday, 21st January, to:

**dungarvan@shaws.ie**

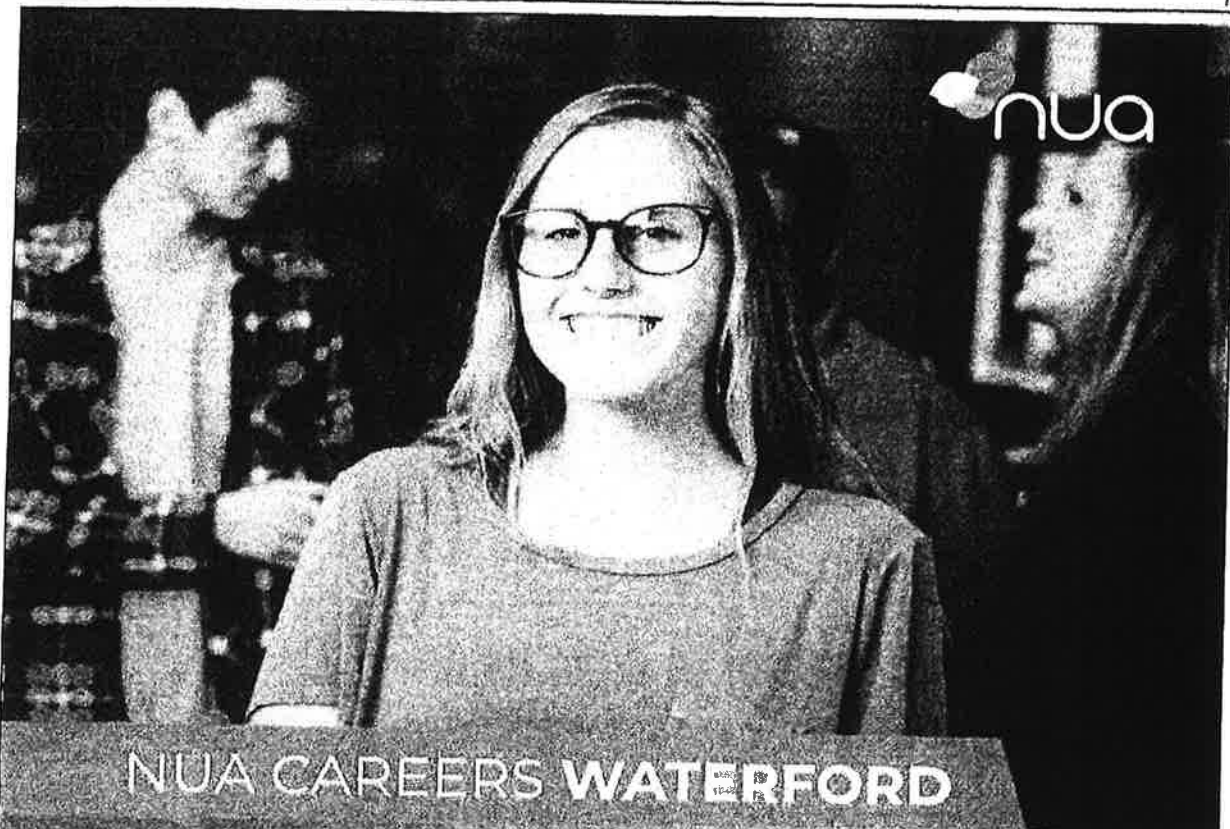
**CONSTRUCTION WORKER FOR FARM BUILDINGS NEEDED** – Manual Handling and Safe Pass essential. Knowledge of steel erecting an advantage. Experience in concrete and shuttering an advantage. Must be hardworking, reliable and must be able to follow instructions. Own transport essential. Call 087-7920929 for further information. (14-1)

**HOME HELP REQUIRED FOR POST PARTUM MOTHER** – Duties include help with older kids, 3.5 year old and 18 month old, light household cleaning, laundry and meal prep. Modeligo area. Start date in February. Pay and hours negotiable. If interested contact 087-9398862. (4-2)

**HOUSEKEEPER REQUIRED FOR ELDERLY COUPLE IN TOURANEENA AREA** – Hours negotiable. Tel. (087) 4158147. (4-2)

**EXPERIENCED GROUND WORKERS REQUIRED FOR A JOB IN RINGASKIDDY, CORK** – Must have Safe Pass and Manual Handling as a minimum. Long-term work and good rates of pay. Send your CV to: admin@obairseurope.com or call Gary on +353 8734 77752. (4-2)

**MECHANIC REQUIRED TO WORK ON GROUNDS CARE MACHINERY** – May suit Apprentice. Part or full-time. Dungarvan area. Tel. (086) 3862273.



## NUA CAREERS WATERFORD

### ASSISTANT SUPPORT WORKERS AND SOCIAL CARE WORKERS

We are seeking applications for Assistant Support Workers and Social Care Workers in County Waterford.

The roles will suit candidates with previous experience in Social Care, who will join our team in the delivery of support services to people with intellectual disabilities, physical disabilities, mental health needs, autism, sensory and communication needs and acquired brain injuries.

#### ESSENTIAL CRITERIA

##### Assistant Support Workers:

- FFTAC Level 5 or working towards a Degree in a related discipline

##### Social Care Workers:

- Level 7 or 15 Degree in Social Care or Healthcare

#### KEY COMPETENCIES

##### Excellence in:

- Verbal and Written Communication
- Report Writing & Roster Management
- Interpersonal Skills
- Organisational and Planning Skills
- Dignity and Respect
- Confidentiality and Adaptability

#### EMPLOYEE BENEFITS

- Company Pension
- Paid Maternity / Paternity Leave
- Education Assistance & Continuous Professional Development
- Employee Assistance Programme (EAP)
- Life Assurance / Death-In-Service Benefit

#### GET IN TOUCH

The Recruitment Team are working 24/7 to process applicants as quickly as possible. We are also facilitating interviews on weekends and outside of regular office hours if you would like to become part of our team get in touch with us today.

**How to apply:** Please email our Recruitment Team with your CV and cover letter or simply apply directly through our website careers page.

Email: [recruitment@nuahealthcare.ie](mailto:recruitment@nuahealthcare.ie)  
Website: [nuahealthcare.ie/careers](http://nuahealthcare.ie/careers)

[www.nuahealthcare.ie](http://www.nuahealthcare.ie)



# Front of House Staff / Waiting Staff-

Meadows and Byrne Café, Dovehill, Carrick-on-Suir  
Full-time, Permanent

The successful candidate will have previous experience in a customer facing roll. Should be customer focused, reliable and a good team player.

All new hires will be needed to work both mid week and weekends.

Job Types: Full-time, Permanent

Benefits:

- Store discount

Language:

- English (preferred)

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

# Sales Assistant

Dealz, Clonmel, County Tipperary  
€10.51 an hour - Full-time, Permanent

If you're passionate about customer service and pride yourself in maintaining the highest of standards, we'd like to talk to you.

All the time, you'll be a key part of a friendly, family culture in which we trust and respect one other.

One team working together to create amazing value for our customers. Yes we work hard, but it goes hand-in-hand with having fun.

You'll really enjoy being part of a place where individuals are encouraged and supported to deliver something exceptional.

Apply now and start building a terrific future with one of the fastest growing names on the high street.

Expected Start Date: 1/2/2022

Job Types: Full-time, Permanent

Salary: €10.51 per hour

Schedule:

- Day shift
- Monday to Friday

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

# Horticulture Assistant

Clonmel Garden Centre, Clonmel, County Tipperary

€12 - €14 an hour - Full-time, Permanent

An exciting opportunity has arisen for an individual to join the existing team who can demonstrate good horticultural knowledge and enjoys working in a retail environment. Working closely with the team you will support the retail operation to include product ordering, plant maintenance, merchandising and displays whilst providing exceptional levels of service to our customers.

If you are a self-motivated individual who is committed, hardworking and driven to exceed sales and customer expectations then apply today.

This is a permanent role which will include some weekend work.

## PERSON SPECIFICATION

- Must have very good plant knowledge and have the ability to identify both plants and pest and diseases.
- At Least 5 Years Experience In A Similar Role
- Previous experience of working in a retail environment
- Customer focussed
- Exceptional attention to detail
- IT literate - Proficient At Microsoft Excel, Outlook & Word
- A team player with the ability to communicate and support all departments
- Visibly motivated with the energy to inspire those around you

## JOB SPECIFICATION

- Product management; stock control / quality & product care / displays / wastage control
- improve profitability
- People focussed – ability to share knowledge / work as part of a team and independently
- Retail space; creative displays & visual merchandising / promotional offers / POS
- Retail environment; customer focussed / ability to drive sales & linked sales

## THE BENEFITS

- Generous Staff discounts
- Paid annual leave
- Uniform
- Free on-site parking
- Bike To Work Scheme

Expected start date: 28/1/2022

## Benefits:

- Employee discount
- Food allowance
- On-site parking
- Store discount

**Schedule:** 8 hour shift

**Experience:** Horticulture: 5 years (preferred)

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

# Waiting Staff-

The Junction café, Clonmel, County Tipperary  
€22,880 a year - Full-time, Permanent

Full time waiting staff required for immediate start, previous experience an advantage, full training will be given. Hours not suitable for students,

Job Types: Full-time, Permanent

Salary: From €22,880.00 per year

Schedule:

- 8 hour shift
- Monday to Friday

Language:

- English (required)

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

# General Operative

Bidvest Noonan, Waterford, County Waterford

€11.20 an hour - Part-time

## **Schedule of the role:**

Monday to Friday

## **Key Role Responsibilities:**

- Office cleaning
- Maintaining standards
- Punctual
- Good communication
- Flexible

## **Key Requirements:**

- A good level of spoken English
- Valid documentation to work in Ireland

Please review our Privacy Notice - Bidvest Noonan for details on the personal data collected when you apply for a job with Bidvest Noonan and the purposes for which this personal data is collected. We will not retain any CV's or job applications for longer than necessary to evaluate and process your application.

## **Language:**

- a good level of English (required)

## **Licence/Certification:**

- Visa to work in Ireland on a part-time basis (required)

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

# CNC Machine Operator

Schivo Medical, Waterford, County Waterford

Full-time, Permanent

## **Main purpose of the job: \*\***

Responsible for looking after and taking responsibility for the production of product and the setting of Repeat Product on any particular Machine Tool that he/she is trained to operate. Also responsible for on machine Programming, Setting, and Proving out new Products. You are expected to achieve defined set up times and cycle times and in cases where this is not achieved work with manufacturing engineering to close the gap. Responsible for creating and contributing to the creation of work instructions so that each process can be handed back to machine operators for repeat work.

## **Relationships:**

Reporting to the Section Supervisor

## **Support:**

Section Supervisor, Manufacturing Engineering, Customer Engineering, Quality Control

## **Expectations of role**

- Efficiency >95%
- Housekeeping
- PPE adherence 100%
- Work order adherence 100%
- Correct clocking procedures
- Have machine ready for next operator coming on shift
- Ensure product has been moved to next stage production by end of shift
- First time right

## **Main Tasks of the job**

1. Ensure that machine is operated in a safe manner in accordance with operating manual.
2. Ensure coolant and oil levels are maintained.
3. **Set up repeat Jobs** in line with work instructions.
4. Adhere to set up times and if one cannot meet the times inform Section Team leader.
5. **Set up New Jobs** in line with Customer requirements and SPL internal SOPs
6. Program new work in line with Customer requirements and SPL internal SOPs.
7. Support engineering with the planning of processes on New or Changed product.
8. Conduct Manufacturing reviews of new drawings as part of Engineering Review.
9. Feedback to Manufacturing Engineering and contribute to Root Cause analysis of manufacturing issues as and when required.
10. Ensure cycle times are within acceptable limits and report to supervisor if they are not.
11. Ensure that all products is measured and recorded in line with all requirements.
12. Constantly monitor product and address any and all non-conformances.
13. Maintain high standard of housekeeping and be pro active on H&S issues.
14. Adhere to cGMP standards and continually ensure that SOPs are followed.
15. Keep self up to date with relevant SOPs and work practices.
16. Work within all aspects of Health & Safety programme and adhere to company safety policies at all times.
17. Other duties as assigned

## **Additional pay:**

- Overtime pay

**Benefits:**

- Company pension
- On-site parking
- Sick pay

**Schedule:**

- 12 hour shift
- Day shift
- Night shift
- Overtime

**Shift availability:**

- Overnight shift (required)
- Night shift (preferred)
- Day shift (preferred)

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

# Clerical Officer

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

Morgan McKinley Health is currently recruiting for a Clerical Officer role in a busy healthcare setting. This is a great opportunity to grow your experience working in Healthcare. This role includes a 24/7 roster - including weekend/night shifts. All interested candidates must be completely flexible

## **Principal Responsibilities & Duties include, but are not limited to:**

- Ensure that Patient Healthcare records are maintained.
- Update internal databases with discretion and confidentiality.
- Manage day-to-day running of the office (stationary, filing, shared drives, conference rooms etc.)
- Assist with facilities administration and queries.

## **Desired Skills & Attributes:**

- 1 year + experience working in an administrative role.
- Previous medical clerical administration experience is desirable but not essential
- Enjoys working in a fast-paced environment
- Excellent Microsoft office skills.
- Fully Flexible.

Morgan McKinley is acting as an Employment Agency and references to pay rates are indicative.

**BY APPLYING FOR THIS ROLE YOU ARE AGREEING TO OUR TERMS OF SERVICE WHICH TOGETHER WITH OUR PRIVACY STATEMENT GOVERN YOUR USE OF MORGAN MCKINLEY SERVICES.**

Additional pay:

- Overtime pay

Schedule:

- Night shift
- Weekend availability

Shift availability:

- Night shift (required)

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

# Customer Service Administrator

Dawn Meats, Carroll's Cross Roads, County Waterford

**Company:** Dawn Meats

**Job Title:** Customer Service Administrator

**Reporting to:** Customer Service Manager

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

**Contract:** Full-Time/Permanent

## Role Summary:

We are looking for an experienced Administrative Assistant, that will be responsible for a variety of administrative and clerical duties for the site.

## Key responsibilities will include:

- Handling a high volume of calls both inbound and outbound within the customer service dept;
- Receiving & Processing orders and order entry;
- Processing export and domestic shipping documentation daily;
- Telesales & Customer Support;
- Despatch & customs documentation;
- General admin support & resolving invoice queries;
- To be courteous, polite and respectful to all customer and colleagues ensuring that the highest quality of service is always delivered.

## Requirements / Qualifications

- Fluent English;
- Ability to work in a fast-paced environment using own initiative and make decisions quickly and effectively;
- Excellent computer skills;
- Excellent organisational skills;
- Excellent phone skills;
- Have minimum 2 year's experience in a similar role.

**Application deadline: 16/1/2022**

## Benefits:

- Employee discount
- On-site parking
- Store discount

## Experience:

- Customer Service/Admin: 1 year (preferred)

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

Apply via  
www.jobs.ie

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**Store Assistant (Carrick, On, Suir)**

Aldi Stores (Ireland) Ltd

 Tipperary, Gortavalla, County Tipperary, Ireland

 Not Disclosed

 Permanent | Full Time

 Today



Login or register to apply

Description

Company Details


At Aldi, time just flies by.

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


To be considered for this role you will be redirected to and must complete the application process on our careers page. To start the process click the Continue to Application or Login/Register to apply button below.


Login or register to apply

## Recommended Jobs





**Store Assistant (Glanmire)**







Aldi Stores (Ireland) Ltd

 Cork





**Receptionist**







Anner Hotel

 Tipperary




**Store Assistant (Midleton)**





Aldi Stores (Ireland) Ltd

 Cork



# 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)**

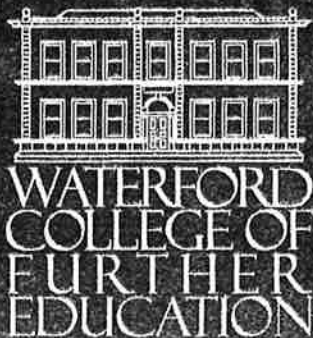
**For more information**

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

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

Telephone: 0818 111 112

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TEL: 051 874053  
WWW.WCFE.IE

Apply  
NOW at  
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Get Your  
College Place  
NOW!



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)
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 Studies, Coaching and Performance	(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
<b>VTOS - Vocational Training Opportunities Scheme</b>	
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 a punter



APPLY NOW AT  
wcfefe.ie

## Training Opportunities for 2022

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

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
17th Jan 2022	Challenging Behaviour – Level 5 – BTEI	<i>Carrick-on-Suir</i>	9 Weeks – Part Time
17th Jan 2022	Employment Skills – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
18th Jan 2022	Woodcraft – Level 4 (Component) – BTEI	<i>Carrick-on-Suir</i>	12 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
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
24th 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

24th Jan 2022	An Introduction to the Pharmaceutical Industry Night Class	<i>Waterford</i>	5 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
14th Feb 2022	MIG Welding	<i>Waterford</i>	5 Weeks – Evenings
14th Feb 2022	Manual Metal Arc Welding (EN Certified)	<i>Waterford</i>	5 Weeks – Evenings
14th Feb 2022	TIG Welding	<i>Waterford</i>	5 Weeks – Evenings
14th Feb 2022	Basic Welding	<i>Waterford</i>	21 Weeks – Full Time
15th Feb 2022	Infection Prevention & Control	<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
4th Apr 2022	Classic Car Restoration	<i>Waterford</i>	20 Weeks – Full Time
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: [eastwaterford.les@wlp.ie](mailto:eastwaterford.les@wlp.ie)



An Roinn Coimise Sóisialaí  
Department of Social Protection



Campbell-McDonagh Leader Partnership  
Phort Láirge Waterford Leader Partnership



Applications are open for the upcoming Fully Funded Full Time Online course due to commence February 22

# GRAPHIC DESIGN

FOR PRINT & SOCIAL MEDIA  
ADOBE SPECIALIST

**21<sup>ST</sup> FEBRUARY 26 WEEKS**  
ONLINE - FULLTIME



To book your place call Lorraine on 052 6134333  
Email: [courses@tipperaryetb.ie](mailto:courses@tipperaryetb.ie)  
or visit [www.fetchcourses.ie](http://www.fetchcourses.ie)  
Course Code - 327219



Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service,  
Nano Nagle Community Resource Centre, Carrick-on-Suir for more details and to apply\*

Tel: 086-0358613 / 051-649516

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

EHAI - Primary Certificate in Food Safety

## **EHAI - FOOD SAFETY COURSE**

**One Day Course 9.00am - 5.30pm**

**January/February 2022**

**Essential Training for all staff working with food**

**Various Locations**

**Tipperary Town**

**Carrick on Suir**

**Clonmel**

**Nenagh**

**Thurles**

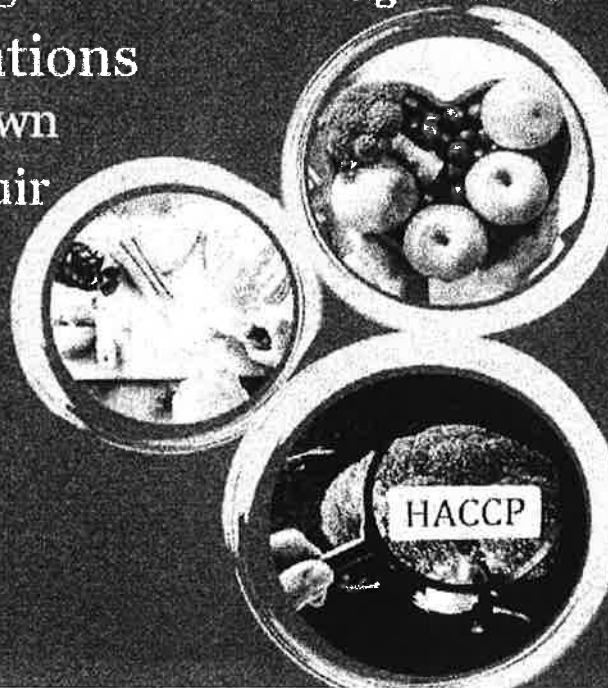
**Cashel**

**Roscrea**



**etb**

Employment Training  
Board  
Tipperary



One day course in various locations throughout Tipperary

HACCP Certificate valid for 5 years

Essential training for persons engaged in the preparation, supply and storage of food  
and the prevention of food contamination in premises.

Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service,  
Nano Nagle Community Resource Centre, Carrick-on-Suir for more details and to apply\*

Tel: 086-0358613 / 051-649516

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

HGV Rigid due to commence 07th February 2022 - Clonmel



**etb**

Bord Oideachais agus  
Ollkúna Thiebraild Árann  
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.



Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service,  
Nano Nagle Community Resource Centre, Carrick-on-Suir for more details and to apply\*

Tel: 086-0358613 / 051-649516

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



Back to Education Initiative  
**CARRICK ON SUIR**

**CONTACT US**



0526176755



bwhelan@tipperaryetb.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



**\*\*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)

# *Hospitality Operations Traineeship due to commence 28th February 2022 - Clonmel*

QQI Level 5 Award

## **Hospitality Operations**

includes 12 weeks work placement Summer 2022

### Clonmel

FULLTIME | 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 Book Your Place Today  
Starts Here Call 052 613 4333

**Coming  
Soon**



**etb**

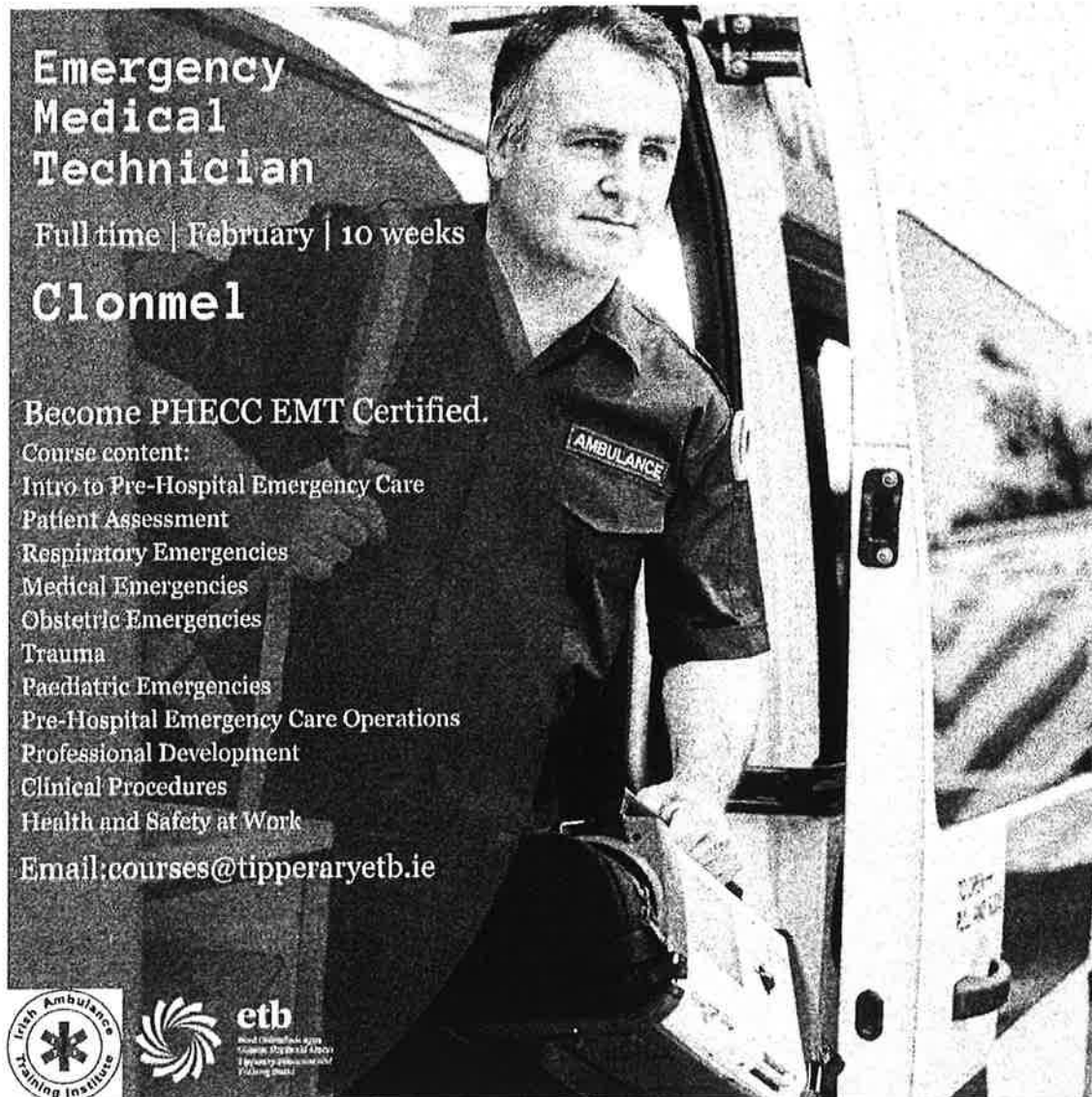
Employment Training Board  
Training for the 21st Century  
Improving Skills and Employability  
For the Future

Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service,  
Nano Nagle Community Resource Centre, Carrick-on-Suir for more details and to apply\*

Tel: 086-0358613 / 051-649516

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

## Emergency Medical Technician due to commence 07th February 2022



**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**  
Raid Chóiríochas agus  
Cúrsaí Oideachais  
I gCoimhearsúnacht  
Fáilte agus

Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service,  
Nano Nagle Community Resource Centre, Carrick-on-Suir for more details and to apply\*

Tel: 086-0358613 / 051-649516

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

Applications are open for the upcoming Fully Funded Full Time Online course due to commence January 22



**QQI AWARD**

# **DIGITAL MARKETING PROGRAMME**

**ONLINE QQI LEVEL 5**

For Further Information, Please Contact:

Lorraine

(052) 613 4333

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

**etb**  
Education, Training and Employment  
Tipperary Education and Training Board

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

Commencement Date:  
January 31st, 2022.

**LCETC**  
Lorraine Dalton  
Employment Guidance Officer

**SOLAS**  
Skills for Learning and Employment

**EUROPEAN UNION**  
Investing in Your Future  
European Regional Development Fund

**As Kóilín Uachtarán**  
An tSeirbhís  
Leighis agus Seirbhísí  
Do Chomhairle na hEireann

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Contact Annie Dalton, Employment Guidance Officer @ the Local Employment Service,  
Nano Nagle Community Resource Centre, Carrick-on-Suir for more details and to apply\*

Tel: 086-0358613 / 051-649516

Email: [annie.dalton@wlp.ie](mailto: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
CompTIA Security + SY-601 (12217)	30 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*

### **Caretaker/Maintenance Person CE Scheme - Carrick-on-Suir (2208145)**

Duties will include ensure heating plant and equipment is running smoothly, test lighting systems weekly. Setting up of rooms for courses. Providing teas and coffees. General maintenance of rooms and surrounding area. Security needed for around the premises. This job will be both day and evening hours.

### **Administration Assistant CE Scheme, Camphill, Carrick-on-Suir (2208134)**

Duties will include: Taking telephone calls-relaying messages, receiving and directing visitors, word processing, creating spreadsheets and presentations, and shredding/filing.

### **Maintenance Person / Grounds person - Carrick on Suir Golf Club(2207496)**

General outdoor maintenance at the golf club including hedge trimming, weed control and other general maintenance as required.

### **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

### **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.

### **Garden Worker CE Scheme, Tipperary County Council Carrick on Suir (2206747)**

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

### **Receptionist CE Scheme - Sean Kelly Sports Centre(2206151)**

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. The duties for this position include: Meeting and greeting visitors to the centre Answering telephone calls/emails Taking booking Assisting in the preparation of activities in the centre Promoting the work of the centre. Describe visitor attraction in the area Direct tourists to local guide of historic sites in Carrick on Suir Assist with other queries if possible General duties as they arise and requested

**General Worker CE Scheme, Portlaw (2206751)**

Job is located at Portlaw GAA Grounds and consists of general maintenance of the grounds. Grass cutting, field lining, Litter control, painting and general upkeep of the clubhouse.

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

Indoor and outdoor maintenance at Rathgormack Hiking Centre.

**Kitchen Assistant CE Scheme, Piltown (2207403)**

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Preparation and 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 Church of Ireland (2207335)**

Grass cutting, strimming, weeding and litter control, shrub and hedge maintenance, driving tractor.

**Cleaner CE Scheme, Piltown GAA Complex (2207332)**

Cleaning reception area, kitchen, lounge, toilets, squash courts, windows and doors.

**Grounds and Maintenance Worker CE Scheme, Fiddown Tidy Towns (2207328)**

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)\***