

# THIS WEEKS JOB VACANCIES

## 26th January 2022

**THIS JOB VACANCY PACK CAN ALSO BE VIEWED ONLINE @  
[WWW.WLP.IE](http://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  
27/1/22

# HEAD GARDENER

Clonmel Estate Clonmel, Co. Tipperary.  
Full-time permanent position

## JOB DESCRIPTION:

The ideal candidate will have a horticultural qualification and two years experience working in a similar role.

The ability to drive vehicles and operate machinery related to horticulture is an essential requirement and candidates must hold a full current driving licence (Category B, W).

Strong communication skills will be required.

To apply please send your CV to BOX NO: 840  
C/o The Nationalist, Queen Street, Clonmel, Co. Tipperary.

## 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 Box no 839,  
c/o The Nationalist Newspaper, Queen Street,  
Clonmel, Co. Tipperary.



**etb**

Bord Oideachais agus  
Oiliúna Thiobraid Árann  
Tipperary Education and  
Training Board

## TIPPERARY ETB

invites applications from suitably  
qualified persons for the following:

Ref: 22-23-01

## CLERICAL OFFICER GRADE III PANEL

A panel will be created from which Permanent, Fixed Term  
and Temporary posts that arise within one year may be filled.

Application form and further details are available from  
[www.tipperaryetb.ie](http://www.tipperaryetb.ie)

Closing date is 12 noon on 04/02/2022.

Late applications will not be accepted.

Please note that candidates may be required to complete an  
IT skills test as part of the recruitment process.

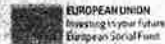
This is an open competition as outlined in the Department of  
Education Circular Letter 0008/2017.

Shortlisting may apply.

Canvassing will disqualify.

*Tipperary ETB is an equal opportunities employer.*

Financed in part by the Government of Ireland and the European Union



## BAR STAFF REQUIRED

FULL TIME BAR PERSON REQUIRED  
FOR BUSY PUB SERVING FOOD AND  
DRINKS IN CASHEL TOWN

Please reply with CV to  
box number 841 care of  
The Nationalist, Queen Street  
Clonmel Co. Tipperary.



Munster Express  
25/1/22

# Patrick O'Donovan & Co.

*Accountants & Registered Auditors*



The Green Bank House  
5, Bridge Street  
Waterford

We are an ACCA, Chartered Certified, practice, looking to recruit a trainee accountant & part-time permanent bookkeeper.

## **TRAINEE |**

The Trainee's role will be as follows:

- Preparation and filing of Vat Returns, RTD Returns and VIES returns.
- Preparation of Payroll weekly wages and returns to revenue on Sage Payroll Software.
- Preparation of Bank Reconciliation statements.
- Accounts Preparation of Company Accounts, Sole Traders, Partnership and personal Income Tax returns using Sage Accounts Production.
- Dealing with client and revenue queries.
- Corporation tax returns
- Solicitors accounts
- Real estate agents accounts
- Forensics

## **Preferred Candidate**

- Good Telephone Skills.
- An undergraduate with the intention of completing ACCA professional exams
- Experience in working as a member of a team in employment or in college.
- Strong ability to work on own initiative.
- Strong work ethic and a willingness to learn

## **BOOKKEEPER | PERMANENT | Part-Time**

The position will involve the following.

- Preparation and filing of Vat Returns, RTD Returns and VIES returns.
- Preparation of Payroll weekly wages and returns to revenue on Sage Payroll Software.
- Preparation of Bank Reconciliation statements.
- Bringing company accounts to a workable trial balance stage for accountants.

## **REQUIREMENTS |**

- Strong technical and IT skill with a high level of proficiency with MS Office programs, including Word and Excel
- Strong organisational skills and the ability to work as part of a team environment, self-manage and prioritise daily workload
- Knowledge of an accounting package and payroll package would be beneficial
- Ability to work remotely should the need arise
- Part-time hours: 25 per week

Apply in writing to: Patrick O'Donovan & Company Chartered Certified Accountants,  
Registered Auditors The Greenbank House, 5 Bridge Street, Waterford

## **Glenmills Transport**

Currently require  
**ARTIC DRIVER**

Irish work only

All work ex-Belview Port

Good wages available to the successful client

Please forward your replies to: [glenmillstransport.com](http://glenmillstransport.com)

or call 086-6033586

Munster Express  
25/1/22



**Goatsbridge Fish Processors Ltd is a progressive food company based in Thomastown, Co Kilkenny**

Due to continued expansion in the domestic and export markets, we are seeking several General Operatives to join our team.

**Factory Operative**

**Role Description:**

The successful candidates will work as part of the factory processing team producing fresh fish and valued added products to fulfil demand requirements on a daily and weekly basis. Successful candidates will be required to work in all areas of the factory where you will be required to:

- Work on own initiative and as part of a team.
- Meet production targets;
- Work a shift schedule;
- Will be required to work across all areas of the fish processing plant;
- Physical role including lifting and standing;
- Working in a frozen, chilled and ambient environment;
- Keeping the work area clean & tidy and ensuring the maintenance of food hygiene standards (B.R.C)
- Maintaining high levels of Health and Safety standards.
- Being adaptable and flexible in your approach to work.

**Candidate Requirements: Essential**

- Minimum Experience Required (Years): 1. Desirable
- Ability Skills: Communications, Manual.
- Competency Skills: Flexibility, Teamwork, Time Management.

**Application Method**

Please apply to this vacancy by the following means: Email Contact Details: [info@goatsbridgetrout.ie](mailto:info@goatsbridgetrout.ie) Deadline: Friday 04/02/2022

**General Operative  
REQUIRED FOR A STEEL  
FABRICATION WORKSHOP  
IN THE DUNGARVAN AREA**

**Please Reply with your CV to the  
following email address:**

**[munsterreplies@gmail.com](mailto:munsterreplies@gmail.com)**

**All CV's/letters of application are treated with  
strictest confidentiality**

Munster Express  
25/1/22



## SACRED HEART FAMILY RESOURCE CENTRE

has been working with families from across Waterford city over the past 14+ years, providing universal and targeted family supports including quality affordable childcare at **Tiptoes Community Childcare Centre**.

### WE CURRENTLY HAVE AN OPPORTUNITY FOR A CHILDCARE PRACTITIONER TO JOIN OUR TEAM

Childcare Practitioner (20hrs per week)

#### Minimum requirements

- Minimum of two years working in Early Years Care and Education.
- QQI /FETAC Level 6 or above in Early Childhood Care & Education
- Child centred focus with a working knowledge of Early years regulations and quality frameworks/Siolta and Aistear
- A commitment to complying with health and safety standards, policies and procedures.
- Strong interpersonal and communication skills including fluent English speaker.
- Ability to work on own initiative and as part of a team.
- Be flexible and have the ability to prioritise effectively.

Interested applicants should contact Sarah at

[childcaremanager@sacredheartfric.ie](mailto:childcaremanager@sacredheartfric.ie) for a recruitment pack, citing the job title in subject line of email.

Closing date for completed applications: **5.00pm on Friday the 11th of February**. Interviews for those successfully shortlisted are provisionally scheduled for the week starting **February 14th** and will be held onsite.

NOTE: Enhanced criteria may be applied to assist with short listing and interview Canvassing will disqualify. No late applications will be accepted.

Sacred Heart Community & Childcare Project Ltd is an equal opportunities employer.



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency





**wwetb**

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

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

### **ADMINISTRATIVE OFFICER (GRADE VII) FOR CAPITAL PROJECTS**

*Two Year Fixed Term Contract*

*Initial Location: Corporate Services Department*

*This is an Open Competition*

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

Full details of the above position, including job description and application procedures are available on our website [www.waterfordwexford.etb.ie/vacancies](http://www.waterfordwexford.etb.ie/vacancies).

Closing date for receipt of fully completed application forms is **4:00pm 04/02/2022**.

### **GRADE V STAFF OFFICER**

*Communications and Public Relations (including Marketing)*

*Specific Purpose Contract covering a Maternity Leave*

*Initial Location: WWETB Head Office, Ardavan*

*This is an Open Competition*

Application form and full details may be obtained from

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

Completed application forms should be submitted to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) no later than **4:00pm on 27/01/2022**.

### **BUS DRIVERS**

*(to form a panel of suitably qualified Bus Drivers for Waterford)*

#### **Essential:**

- Class D1 Driving Licence (minimum requirement)
- Driver Certificate of Professional Competence (CPC)

Drivers will be subject to successful completion of Garda Vetting process prior to being engaged by WWETB. Drivers will be engaged as the need arises and payment will be at the rate agreed by WWETB, on a claim form basis.

Please apply by email with covering letter and up to date C.V. to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie).

Closing date for receipt of applications is **4:00pm on 04/02/2022**.

*Short Listing may apply.*

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

*Late applications will not be accepted.*

*WWETB is an equal opportunities employer.*

**Signed:** Human Resource Manager, WWETB, Ardavan Business Park, Ardavan, Wexford.

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

Waterford News +star  
25/1/22

## **DUGGAN** *Duggan Profiles &* *Steel Service Centre Ltd.*

Duggan Profiles & Steel Service Centre Ltd is a major supplier and manufacturer of steel products to the Construction, Manufacturing & Agricultural sectors in Ireland.

The following position has arisen within our Maintenance Department based at our Dublin Road Offices in Kilkenny:

### ***Production Maintenance Fitter (Mechanical Fitter)***

#### **Role:**

- Working with a variety of roll forming, sheet metal work and lifting equipment including new installations, upgrades, services and planned, emergency and preventative maintenance
- Liaise with outside contractors and suppliers as required
- Identify opportunities for improvements and efficiencies
- Ensuring all equipment is repaired to the highest standards, logging all information into a maintenance software package
- Hands on role will suit time served fitter with a technical background

#### **Education and Experience:**

- Trade Certified Mechanical Fitter with at least 3 – 5 years experience preferably in a manufacturing facility
- Experience of mechanical, electrical and hydraulic equipment and ability to interpret system drawings
- Strong ability to evaluate, diagnose and troubleshoot problems
- Ability to work on your own initiative and as part of a team in a pressured environment
- Roll forming & sheet metal folding experience a distinct advantage
- Full driving license
- Commitment to quality and standards

This vacancy offers applicants an excellent opportunity to join a most progressive company. Attractive terms and conditions are available, depending on experience, for the successful candidate

Full job specification available at [www.steel.ie/recruitment](http://www.steel.ie/recruitment)

Apply by email, in the strictest confidence, by Friday 11th Feb 2022 attaching a CV to: [jobs@steel.ie](mailto:jobs@steel.ie)

**[www.steel.ie](http://www.steel.ie)**

### **Team players wanted for full & part time roles: Waiting, bar, kitchen & housekeeping staff**

We are also looking for staff to serve at weddings throughout the year.

Please email your CV to Paul Kelly at [info@thehavenhotel.com](mailto:info@thehavenhotel.com)

Experience is essential for all roles





Waterford News + Star  
25.1.22

CLIFF  
HOUSE HOTEL

## 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)

## O'BRIEN MOTORS

*are currently seeking a*

### **QUALIFIED MECHANIC**

Full Time Position

Excellent Terms and Conditions

*Apply in writing with current CV to:*

**O'Brien Motors, Ballytruckle Road,  
Johnstown, Waterford**

Contact Jimmy on: **087 2234384**

or Email: **[info@obrienmotors.ie](mailto:info@obrienmotors.ie)**





**Waterford Women's Centre**

ACCESS 2000 Company Limited by Guarantee

national collective of  
community based  
women's  
networks



Waterford News + Star  
25/1/22

The National Collective of Community Based Women's Networks (NCCWN) are recruiting a full-time Coordinator for Waterford Women's Centre (35 hours per week). The Coordinator will work in partnership with the Board of Waterford Women's Centre (Access 2000 CLG).

This is an opportunity to lead the team working in this long-established feminist community development project that supports women's equality.

Employed by the NCCWN Board of Management, the Coordinator is responsible for the day to day running, management and development of Waterford Women's Centre & Childcare Service, in partnership with the Waterford Women's Centre (ACCESS 2000 CLG) and will implement the aims, objectives and agreed areas of work outlined in the Strategic Plan in line with NCCWN National Work Plans.

The successful candidate will have:

- A relevant third level qualification or equivalent
- A minimum of 3 years' experience of in community development coordination which includes working with women's groups and related issues.
- An understanding of grassroots feminism
- The ability to use a community development approach, be a reflective practitioner and to operate from feminist principles
- Excellent communication, coordination and report writing skills
- The ability to motivate people and relate to diverse groups and individuals including conflict management
- The ability to maintain the ethos of the NCCWN and the Waterford Women's Centre across staff, participants, Boards of Management
- Own transport essential.

For further information and application form please contact:

**NCCWN National Coordinator Miriam Holt:**

**Email: [recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie) Tel. 085 1312983**

Applications must be made by application form only and emailed to Miriam Holt

Closing Date for applications 12 noon on Friday 4th February. Shortlisting may apply.

This post is subject to funding (Department of Children, Equality, Disability, Integration and Youth)

*NCCWN is an Equal Opportunities Employer*

# O'BRIEN MOTORS

*are currently seeking an*

## **APPRENTICE/IMPROVER MECHANIC**

**Full Time Position**

**Excellent Terms and Conditions**

*Apply in writing with current CV to:*

**O'Brien Motors, Ballytruckle Road,  
Johnstown, Waterford**

**Contact Jimmy on: 087 2234384**

**or Email: [info@obrienmotors.ie](mailto:info@obrienmotors.ie)**

Waterford News + Star  
25/1/22



**HARTLEY PEOPLE**  
RECRUITMENT & TRAINING

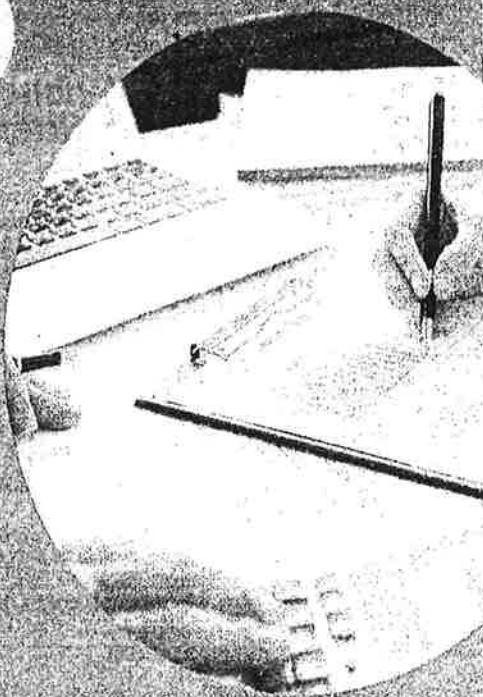
**FINANCE CONTROLLER /  
COMPANY SECRETARY**

Working closely with The Port of Waterford, we are seeking to hire an experienced Finance Controller / Company Secretary.

- Assist in the development & evolution of long-term strategic plans.
- Salary commensurate with role and experience.
- Excellent conditions & interesting role with potential for significant growth.
- Lead, supervise and develop the finance team. Owns the finance function within the company.

Contact Damien McCleane

[damien@hartleypeople.com](mailto:damien@hartleypeople.com)  
Tel: 053 9100 111



**Port of Waterford**

Kilkenny People  
28/1/22

*Eat  
Trout*



**Goatsbridge Fish Processors Ltd is a progressive food company based in Thomastown, Co. Kilkenny**

**Due to continued expansion in the domestic and export markets, we are seeking several General Operatives to join our team.**

## FACTORY OPERATIVE

### Role Description:

The successful candidates will work as part of the factory processing team producing fresh fish and value added products to fulfil demand requirements on a daily and weekly basis. Successful candidates will be required to work in all areas of the factory where you will be required to:

- Work on own initiative and as part of a team.
- Meet production targets.
- Work a shift schedule.
- Will be required to work across all areas of the fish processing plant.
- Physical role including lifting and standing.
- Working in a frozen, chilled and ambient environment.
- Keeping the work area clean & tidy and ensuring the maintenance of food hygiene standards (B.R.C).
- Maintaining high levels of Health and Safety standards.
- Being adaptable and flexible in your approach to work.

### Candidate Requirements:

#### Essential

- Minimum Experience Required (Years): 1.

#### Desirable

- Ability Skills: Communications, Manual.
- Competency Skills: Flexibility, Teamwork, Time Management.

### Application Method

Please apply to this vacancy by the following means:

**Email Contact Details:** [info@goatsbridgetrout.ie](mailto:info@goatsbridgetrout.ie) | **Deadline:** Friday 04/02/2022

Furniture  
**CRAFT**  
Ltd.

### APPRENTICESHIP / GENERAL OPERATIVE

- Wood Manufacturing and finishing apprenticeship
- General Operative

Full & Part Time positions available at Furniture Craft Ltd.

Flexible working hours can be arranged.

Contact: [info@furniturecraft.ie](mailto:info@furniturecraft.ie) or  
**0599723142**



Rúnal Scoile/  
School Secretary  
Gaelscoil Osraí

Have the following vacancy  
**Full time**

**CAIGHDEÁN MAITH  
GAELGE AG TEASTÁIL**

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

Kilkenny People  
28/1/22

  
**CAMPBILL COMMUNITIES OF IRELAND**

ARE PLEASED TO INVITE YOU TO AN

## **Camphill Recruitment Day**

DATE: FEBRUARY 3rd at

**HOBAN HOTEL KILKENNY. Eircode R95 XV2D**

9.30AM to 5.00PM

### **THE CAMPBILL COMMUNITIES OF GRANGEMOCKLER, JERPOINT & KYLE ARE RECRUITING**

These Individual Camphill Communities are a tranquil, rural community which is home to adults with intellectual disabilities and other support needs. Camphill offers our residents the opportunity to pursue varied interests such as crafts, gardening and farming. At the core of the community is the recognition of the dignity of people with support needs, and the giving and sharing of all in communal life.

Everyone's contribution is valued, and individuality recognised. We acknowledge every person's right to equality and self-determination and encourage participation in decision-making in work, social, cultural, spiritual, and home life.

The positions are Both Full & Part Time-

### **Social Care Worker's and Social Care Assistant's**

#### **Requirements:**

- Hold relevant qualifications for the position applying for.
- An understanding of current policies and developments at national and sectoral level in relation to Social Care within the disability services.
- A full clean driver's licence.

Please note all posts are subject to Garda Vetting & Reference checks.

For full information and Application Form, please contact

[aisling.white.grangemockler@camphill.ie](mailto:aisling.white.grangemockler@camphill.ie)

[deirdre.hibbitts.kyle@camphill.ie](mailto:deirdre.hibbitts.kyle@camphill.ie)

[patsie.webb.jerpoint@camphill.ie](mailto:patsie.webb.jerpoint@camphill.ie)



**KILKENNY  
DESIGN  
CENTRE**

### **CENTRE MANAGER**

will be responsible for the overall management, development and growth of Kilkenny Design Centre. Which involves overseeing the stores, restaurants and centre activities. This is an exciting opportunity for a self-motivated individual who delivers results, engages people and focuses on the future to deliver the commercial plan set out.

### **RESTAURANT MANAGER**

who has overall responsibility for the efficient operation and profitability of the restaurant. Also to deliver high quality food and a consistent customer experience.

Competitive Rates, Employee Discount,  
Wellness Programme.

Please email your application to

[imilward@kilkennygroup.com](mailto:imilward@kilkennygroup.com)

### **EMPLOYMENT OPPORTUNITIES IN THE OFFICE OF PUBLIC WORKS GENERAL OPERATIVE BAND 3 (RURAL) – CLEANER at Kilkenny Castle**

#### **Competition Reference: 2021/041**

Applications are invited for the above positions. Competition details and application forms are available at [www.gov.ie/opw](http://www.gov.ie/opw).

The closing date for receipt of completed applications is not later than **5:30pm on Monday, 14th February 2022.**

*The Office of Public Works is committed to a policy of equal opportunity.*



**OPW**

Óifig na  
nOibreacha Poiblí  
Office of Public Works

Kilkenny People  
28/1/22



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 contact 086-2556838**  
by February 10th , 2022



**We are currently seeking an  
Office Administrator**

**Full - Time: 9 month Contract  
Immediate Start**

**Located in our main office in Callan, Co. Kilkenny**

- Main phone line, directing calls in a professional and timely manner
- Processing sales orders
- Compilation of daily lodgement figures and paperwork
- Circulation of weekly and monthly invoices
- Distribution of monthly statements and newsletter
- General ad hoc office duties

- Minimum 1 years' experience in a similar role
- Excellent attention to detail
- Knowledge of Microsoft Word/Excel/Outlook
- Good communication skills

Email your CV and cover letter to: [hr@brettbrothers.ie](mailto:hr@brettbrothers.ie)



Kilkenny People  
28/1/22



**American**  
Fruits and Flavors

**American Fruits and Flavors Ireland  
(manufacturing entity for  
Monster Energy)**

**We are currently recruiting  
a number of  
positions at our Athy Plant:**

**General Operatives  
QC Technicians  
Engineering Manager  
Mechanical Maintenance Technician**

**To apply, contact our recruitment  
team on:**

**[aff@advocate-group.co.uk](mailto:aff@advocate-group.co.uk)**

**to join our expanding business in Kilkenny city.  
This interesting and varied role will involve  
customer accounts, general office admin and  
retail duties.**

**This role is a flexible part time role.**

**If you are proactive person with a strong  
customer focus and want to be part of a  
dynamic team, this is the job for you.**



Kilkenny People  
28/1/22

**Patrick J Walsh**  
**Borris Tyre Centre**



## TYRE FITTER

**Required for Tyre Centre (est 25yrs)**

### - WORKSHOP ONLY

Full & Part Time positions available  
Car, Commercial & Agricultural Tyres  
Well equipped modern workshop  
Experience desirable but not essential  
as full training provided

Apply with CV & Cover Letter to  
**[pwalsh@borristyrecentre.ie](mailto:pwalsh@borristyrecentre.ie)**  
**0599773741**

## NORELANDS NORELANDS STUD

### REQUIRES

## NIGHT WATCH PERSON

for busy Foaling Season,  
4 nights every second weekend  
Experienced team on call for the actual foaling.

## STUD HAND

for the busy season, general yard duties  
39 Hours could include some weekend work  
Some horse experience an advantage, more  
importantly a reliable and trustworthy team member.  
Competitive Hourly Rates

Enquiries to Matt on **0872546094** or  
Sinead on **0863520850**  
**[www.norelands.com](http://www.norelands.com)**

## Practice Nurse

Required for busy GP Practice  
in South Kilkenny.  
Full Time Position  
If interested, please apply with C.V. to  
**[mullinavatgp@protonmail.com](mailto:mullinavatgp@protonmail.com)**



**NATIONAL VEHICLE DISTRIBUTION**  
AN ISO CERTIFIED COMPANY

## PROFESSIONAL ADMINISTRATOR

NVD is currently looking for a  
professional Administrator to join our fast paced  
Planning Department.

### The role:

To provide a first-class administration support  
service to the Planning Department at our site in  
New Ross, Co. Wexford.

We are particularly interested in speaking to  
candidates who have experience working  
in Transport, Supply Chain or Logistics or  
candidates who have customs experience.

Please send your updated CV to **[careers@nvd.ie](mailto:careers@nvd.ie)**

**PAULS**  
KILKENNY

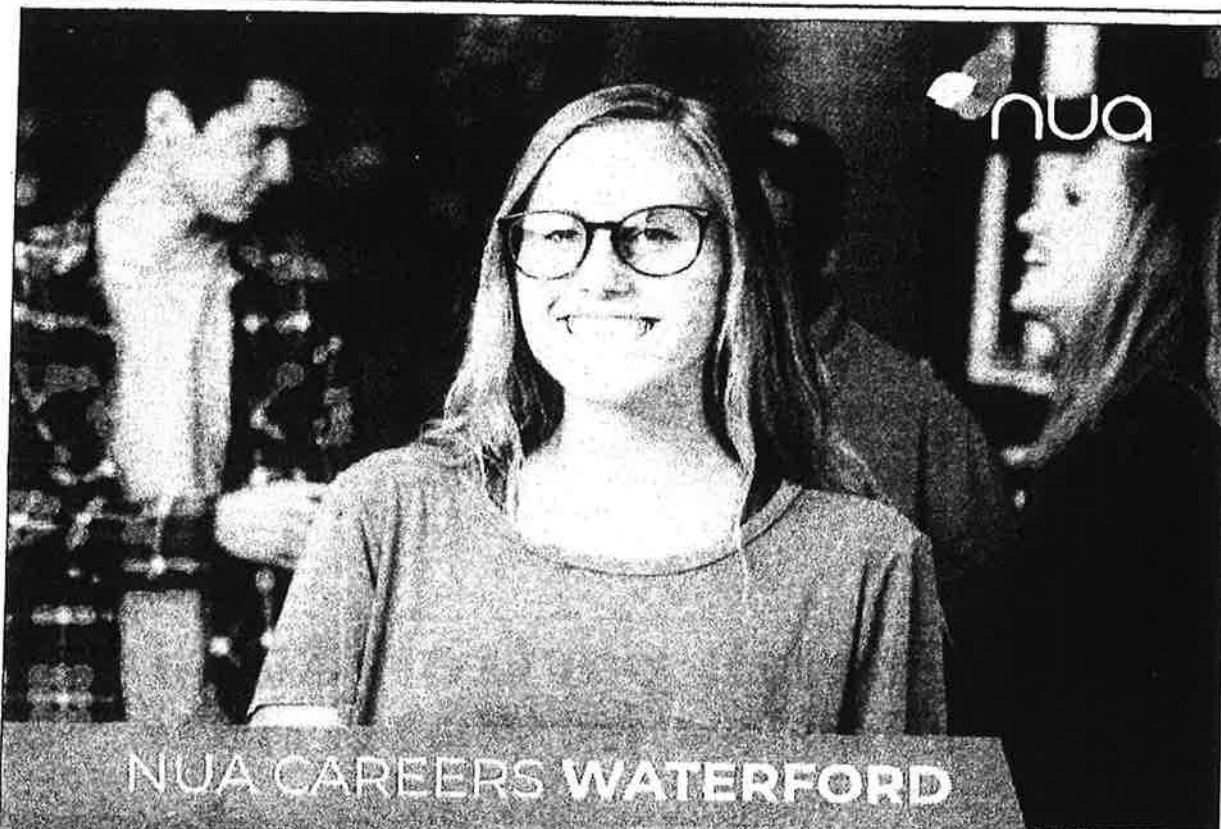
## WE ARE HIRING

**\*SALES ASSISTANT**  
FOR OUR LADIES & ACCESSORIES DEPARTMENT

35 Hours Per Week

If you are enthusiastic, have a love for fashion and  
are looking for a new challenge, we'd love to hear from you

Email your CV & cover letter to **[info@paulskilkenny.com](mailto:info@paulskilkenny.com)**  
or drop into our store 12 / 14 High St, Kilkenny  
for the attention of our personnel manager



## 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:

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

##### Social Care Workers:

- Level 7 or 8 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@nuhealthcare.ie](mailto:recruitment@nuhealthcare.ie)  
**Website:** [nuhealthcare.ie/careers](http://nuhealthcare.ie/careers)

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



**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)

**CHILDMINDER FOR THREE PRIMARY SCHOOL CHILDREN REQUIRED IN THE ABBEYSIDE AREA** - Monday to Thursday. Please reply to Box No. 8081. (4-2)

**MECHANIC REQUIRED TO WORK ON GROUNDS CARE MACHINERY** - May suit Apprentice, part or full-time. May suit person not fully qualified. Dungarvan area. Tel. (088) 3862272. (11-2)



**wwetb**

Bord Oideachais agus Oiliúna  
Mórt Láige agus Lechlár Gairneán  
Waterford and Wexford  
Education and Training Board

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

## ADMINISTRATIVE OFFICER (GRADE VII) FOR CAPITAL PROJECTS

Two Year Fixed Term Contract  
Initial Location: Corporate Services Department  
This is an Open Competition

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

Full details of the above position, including job description and application procedures are available on our website [www.waterfordwexford.etb.ie/vacancies](http://www.waterfordwexford.etb.ie/vacancies).

Closing date for receipt of fully completed application forms is **4:00pm 04/02/2022**.

## GRADE V STATE OFFICER

Communications and Public Relations (including Marketing)  
Specific Purpose Contract covering a Maternity Leave  
Initial Location: WWETB Head Office, Ardcahan  
This is an Open Competition

Application form and full details may be obtained from  
[www.waterfordwexford.etb.ie/vacancies](http://www.waterfordwexford.etb.ie/vacancies).

Completed application forms should be submitted to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) no later than  
**4:00pm on 27/01/2022**.

## BUS DRIVERS

(to form a panel of suitable qualified Bus Drivers for Waterford)

### Essential:

- Class D1 Driving Licence (minimum requirement)
- Driver Certificate of Professional Competence (CPC)

Drivers will be subject to successful completion of Garda Vetting process prior to being engaged by WWETB. Drivers will be engaged as the need arises and payment will be at the rate agreed by WWETB, on a claim form basis.

Please apply by email with covering letter and up to date C.V. to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie).  
Closing date for receipt of applications is **4:00pm on 04/02/2022**.

Short Listing may apply.

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

Late applications will not be accepted.

WWETB is an equal opportunities employer.

Signed: Human Resource Manager, WWETB, Ardcahan Business Park, Ardcahan, Wexford.

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

**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](mailto:admin@obairseurope.com) or call Gary on +353 8734 77752. (4-2)

**FOR STEEL/CLADDING  
CONSTRUCTION COMPANY**

Experience preferred but not essential

Please reply with CV to:

**Box No. 8059**

(4-2)

LISMORE

SEEKING

**Customer Service  
Assistant**

Please apply via email with CV to:

[peter.mcnally@clinigengroup.ie](mailto:peter.mcnally@clinigengroup.ie)

by Friday, 4th February

(4-2)

**General Operative**

**REQUIRED FOR STEEL  
FABRICATION WORKSHOP**

IN THE DUNGARVAN AREA

Please reply with your CV to:

**Box No. 8060**

(4-2)

**Experienced Sideload  
Forklift Operator**

**FOR LOADING/UNLOADING  
STRUCTURAL STEEL**

DUNGARVAN AREA

Please Reply with your CV to:

**Box No. 8048**

(28-1)

**WANTED**

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)



**FINE GAEL**

**Fine Gael Senator John Cummins seeks a highly motivated  
SECRETARIAL ASSISTANT REQUIRED**

To work in a constituency office based in Dungarvan.

Ideal candidates should:

- Want to make a positive difference to your community and the people in it
- Have strong administration, communication and customer service skills
- Be proficient in MS Office
- Experience of working in an administration/secretarial role in a client-driven, professional environment
- Be a problem solver with a positive 'can do' attitude
- Experience of working in a political office or on a campaign is not required but an advantage

Interested candidates are invited to forward their Cover Letter and CV (in pdf format) to [careers@finegael.ie](mailto:careers@finegael.ie) by **Friday 4th February**.

For further details on the role, please see  
[www.finegael.ie/careers/](http://www.finegael.ie/careers/)

**CLINIGEN IRELAND LISMORE**

wish to recruit the following :

**Customer  
Service  
Assistant**

Please apply via email to :  
[peter.mcnally@clinigengroup.ie](mailto:peter.mcnally@clinigengroup.ie)  
by Friday, 4th February, 2022

**PADRE PIO REST HOME**

CAPPOQUIN, CO. WATERFORD

is recruiting a

**KITCHEN  
ASSISTANT**

Applicant will work as part of the kitchen team under the supervision of the Cook/Chef.

- Hours 23.25 hours per week

Email CV along with a covering letter to  
[padrepioresthome@pprh.ie](mailto:padrepioresthome@pprh.ie)

or ring 058 54117 for  
more information.



DUNGARVAN LEADER, FRIDAY, JANUARY 28, 2022



**wwetb**

West (Schools) and East (St. Mary's)  
West (College) and East (Catholic)  
Waterford and Wexford  
Education and Training Board

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

## ADMINISTRATIVE OFFICER (GRADE VII) FOR CAPITAL PROJECTS

Two Year Fixed Term Contract

Initial Location: Corporate Services Department

This is an Open Competition

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Closing date for receipt of fully completed application forms is 4:00pm 04/02/2022.

## GRADE V STAFF OFFICER

Communications and Public Relations (including Marketing)

Specific Purpose Contract covering a Maternity Leave

Initial Location: WWETB Head Office, Ardavan

This is an Open Competition

Application form and full details may be obtained from  
[www.waterfordwexford.etb.ie/vacancies](http://www.waterfordwexford.etb.ie/vacancies).

Completed application forms should be submitted to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) no later than  
4:00pm on 27/01/2022.

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Late applications will not be accepted.

WWETB is an equal opportunities employer.

**Signed:** Human Resource Manager, WWETB, Ardavan Business Park, Ardavan, Wexford.

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



# Shop Assistant

The Gourmet Butcher, Clonmel, County Tipperary  
Part-time

Exciting roles now available in our award winning Clonmel Store.

These are PART TIME roles working 3 full days per week (9am to 6pm)

As a shop / sales assistant you are the face of The Gourmet Butcher & an ambassador for our independently owned & local business.

We require candidates to be passionate about customer service & satisfaction. Enjoy interacting with our customers & build relationships that encourage repeat custom.

Be a foodie! We are extremely proud of our produce, we require candidates who can speak about our products confidently & share our enthusiasm for their quality. Serving suggestions, cooking advice, hints & tips are all important parts of our service.

Other duties include but not limited too:

Maintaining a clean shop & workplace at all times.

Maintaining strict levels of food safety & HACCP

Packing & labelling products, maintaining displays & merchandising pre pack counters.

Part-time hours: 20 - 30 per week

Job Type: Part-time

Salary: €10.00-€12.00 per hour

Benefits:

- Employee discount
- On-site parking

Schedule:

- 8 hour shift

Work remotely:

- No

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

# Applegreen- Sales Assistant

Lemybrien, County Waterford

**Full & Part Time available**

## **What will I be doing as a Sales Assistant at Applegreen?**

As a sales assistant, you will play a vital role in supporting the front-line operations of our business.

- Achieve daily sales targets
- Support day to day operations of our business
- Provide excellent customer service
- Stock rotation
- Ensure shop floor is clean and tidy
- Assist in stock taking procedures

## **Why should I join The Applegreen Team?**

### **Benefits**

1. All staff will be entitled to a colleague discount card that offers 100% off our Bakewell Deli foods and all hot drinks. (Up to €10 saving a day)
2. Bike to Work Scheme (Available after 6 months of service)
3. HSF health plan for everyone from under €2.50 a week
4. Employee Assistance Programme run by the HSE offers free counselling on personal, family, work and money matters.

### **Training and Development**

We as a company are constantly growing our business, but it's our people driving its success

1. The Educational Training Board offers retail training courses through the Applegreen Academy
2. We offer fantastic career opportunities and a great deal of our promotions are internal

### **Charity**

At Applegreen we truly believe in the power of community and so, The Applegreen Charitable Fund that was set up to raise vital funds to support Ireland's Children. By working at Applegreen you will assist in raising money for our charity partners; Enable Ireland, The Irish Youth Foundation, Pieta House and Food Cloud. For every purchase made in store we donate 1c to the charitable fund. The charitable fund has raised more than €4million since its establishment in

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

# Multi Task Attendant

Carrick-on-Suir, County Tipperary  
Full-time

**Sonas Nursing Home** are currently recruiting for the role of **Multi Task Attendant** at our **Carrick-on-Suir, County Tipperary, Ireland**.

**We are seeking energetic individuals who would like to work as part of a great team**

**Benefits of working for Sonas Nursing Homes:**

- Career Progression
- Training and Development Provided
- Induction Training Program
- Education Assistance Program
- Fortnightly pay
- Free Meals
- Employee Wellbeing initiative
- Discounted supplier Arrangements

**Role Summary:** Working across a range of functions within the Nursing Home including laundry, catering and cleaning. Ensuring the highest standards are maintained in all areas of work assigned and appropriately documented in line with the company policies and procedures. Establish and maintain relationships with residents that are based on respect and equality.

**Duties & Responsibilities will include but are not limited to:**

**Kitchen Assistant:**

- Ensure the highest standards of Health, Safety, Fire, Food Handling, Hazard Analysis Critical Control Points (H.A.C.C.P) and Infection Control are adhered to at all times in the catering area.
- Support and assist the Catering Supervisor/Cook to document all associated records with ordering, receiving and maintaining of foods in accordance with safe practices and legislation.
- Assist and support the Catering Supervisor/Cook in the preparation and cooking of excellent quality and wholesome meals and home baking.
- Support the Catering Supervisor/Cook to ensure all daily menus are balanced and meet our resident's individual requirements.
- Gain knowledge in food nutrition and diet standards suitable for older people and the Malnutrition Universal Screening Tool (MUST) guidelines.
- Ensure safe storage of foods in accordance with legislative standards.

**Housekeeping Assistant:**

- Maintain all areas in the nursing home to a high standard of cleanliness, tidiness and hygiene.

- Carry out assigned housekeeping duties including cleaning, dusting, vacuuming , polishing and moping of equipment, furnishing, crockery, cutlery, kitchen appliances, toilets, bathrooms, bedrooms, living areas, windows and refuse disposal areas.
- Domestic and hazardous waste disposal; ensure bins are collected, cleaned and kept in a hygienic manner at all times.
- Cleaning of spillages as they occur and proper use of safety signs.
- Adhere to infection control policies and procedures and keep up-to-date on best practices.
- Report and record any observed defects on the premises and grounds, equipment or other problems that may affect the general standard of service.

#### **Laundry Assistant:**

- Arrange the resident's laundry into relevant groups, preparing soiled clothing and linen for laundry for processing through the washer, drier and iron.
- Liaise and coordinate with external laundry personnel if any linen is laundered externally.
- Folding and storage of clothing and linen.
- Ensure the highest quality standard is achieved in relation to stain removal, cleanliness and dryness.
- Ensure statutory Health, Safety & Fire and Infection Control standards in the laundry area are adhered to and carry out duties in line with health and safety procedures at all times.

#### **Education & Qualifications**

- Current and valid Infection Control, Chemical Awareness, Food Handling, HACCP,
- Manual and Resident Moving & Handling & Safeguarding of Vulnerable Adults Certificates (training can be provided if required).

#### **Skills and Experience:**

- Previous working experience in care of the older person within a residential care home setting is desirable.
- Possess a high regard for and practice good health and safety procedures at all times.
- Passionate about delivering outstanding care to older people and be a committed, patient and caring person with a sense of humour and a positive outlook on life.

If you think you've got what it takes and would like to join our team as our **Multi Task Attendant** please click '**Apply**' now.

All applications will be treated with the strictest of confidence.

Sonas is an Equal Opportunities Employer.

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

# Head Gardener

Clonmel Estate, Clonmel, County Tipperary

Full-time

## Job Description

Our client is seeking to recruit a Head Gardener to manage the maintenance of gardens and grounds on a beautiful country estate located close to Clonmel in Co. Tipperary.

This is an opportunity for an organised person who has an eye for detail and a good work ethic.

The ideal candidate will have a horticultural qualification and two years experience working in a similar role. Management experience would be desirable.

The ability to drive vehicles and operate machinery related to horticulture is an essential requirement and candidates must hold a full current driving licence (Category B,W).

The grounds and gardens of the estate are maintained to a high standard and will require a creative passionate leader to maintain that high standard while putting their own stamp on the grounds. Projects and developments will be ongoing on the estate and the Head Gardener will be instrumental in liaising with contractors and seeing projects through to completion.

Strong communication skills will be required as you will have to organise, prioritise, and delegate the various tasks to the maintenance team while liaising with the estate manager and owners to ensure the estate is up to the required standard.

The successful applicant will enjoy working in beautiful surroundings which include a walled garden, glasshouse, polytunnels, orchard, formal gardens, woodland, lawns, tree lined avenues & lake. They will oversee the maintenance of all flowerbeds, seasonal planting, herbaceous borders, hedges, lawns, avenues on the estate. The Head Gardener will have an awareness and respect for Health and Safety practices and will be required to ensure correct PPE use and safe operating procedures are followed.

## Job Benefits

Very competitive salary

Opportunity to design and develop projects

Ongoing training provided

**Tickets Required/Preferred \*(many employers provide these as ongoing training)**

Manual Handling, Safepass, \*\*Training offered for required tickets to the right candidate\*\*

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

# Catering Supervisor

Sonas Nursing homes, Carrick-on-Suir, County Tipperary  
Full-time

**Sonas Nursing Home** are currently recruiting for the role of **Catering Supervisor** at our **Carrick-on-Suir, County Tipperary, Ireland**.

**We are seeking energetic individuals who would like to work as part of a great team.**

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

## **Benefits of working for Sonas Nursing Homes:**

- Career Progression
- Training and Development Provided
- Induction Training Program
- Education Assistance Program
- Fortnightly pay
- Free Meals
- Employee Wellbeing initiative
- Discounted supplier Arrangements

**Role Summary:** Direct and coordinate the management of the catering area, dining room and all colleagues assigned to the area. Ensure the highest standards of Health, Safety, Fire, Hazard Analysis Critical Control Points (H.A.C.C.P) and Infection Control are maintained in the catering area. Establish and maintain relationships with residents that are based on respect and equality.

## **Responsibilities and duties will include but are not limited to:**

- Manage and coordinate the management of the catering area, dining room and all staff assigned to the area.
- Ensure the highest standards of Health, Safety, Fire, Food Handling, Hazard Analysis Critical Control Points (H.A.C.C.P) and Infection Control are adhered to within the catering area at all times.
- Maintain all records associated with ordering, receiving and maintaining of foods in accordance with safe practices and legislation.
- Preparation and cooking of excellent quality and wholesome meals and home baking whilst constantly introducing new and innovative menu options that meets the needs of the older people.
- Aware and continually react to food nutrition and diet standards suitable for older people and the Malnutrition Universal Screening Tool (MUST) guidelines.
- Ensure all daily menus are balanced and meet our resident's individual requirements.
- Achieve budgeted resident food costs through consistent costings and menu forward planning.
- Ensure safe storage of foods in accordance with legislative standards.
- Promote, encourage and practice the ethos of person-centred care.
- Establish and maintain relationships with residents that are based on respect and equality.



- Ensure the highest standard of service is provided to residents in their dining rooms, living areas and bedrooms.
- Be committed, patient and caring person with a sense of humour and a positive outlook on life.
- Support and assist the management team during internal and external audits/inspections.
- Must be available to work various days and weekend shifts when required.

**Education & Qualifications:**

- Cook or Chef Qualification from a recognized catering school or adequate cooking experience received under supervision is essential.
- Current and valid Food Handling, HACCP, Manual Handling & Safeguarding of Vulnerable Adults Certificates (training can be provided if required).

**Skills & Experience:**

- Proven track record of providing excellent quality wholesome food to older people.
- Previous working experience within a residential care home setting is desirable.
- Possess a high regard for and practice good health and safety procedures at all times.
- Passionate about providing balanced and nutritional meals to older people.

If you think you've got what it takes and would like to join our team as our **Catering Supervisor** please click '**Apply**' now.

All applications will be treated with the strictest of confidence.

Sonas is an Equal Opportunities Employer.

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

# Healthcare Assistants

Sonas Nursing homes, Carrick-on-Suir, County Tipperary  
Full-time

**Sonas Nursing Home** are currently recruiting **Healthcare Assistants** to join our team based in **Carrick-on-Suir, County Tipperary, Ireland**. You will join us on a full time/part time, permanent basis and in return you will receive a competitive salary.

## Benefits of becoming our Healthcare Assistants

- Career Progression
- Training and Development Provided
- Induction Training Program
- Education Assistance Program
- Fortnightly pay
- Free Meals
- Employee Wellbeing initiative
- Discounted supplier Arrangements

**Role Summary:** Support and assist residents enabling them to fulfil their activities of daily living ensuring that residents are encouraged to be as independent as possible. Establish and maintain relationships with residents that are based on respect and equality.

## Key Duties & Responsibilities of our Healthcare Assistants:

- Support and assist residents enabling them to fulfil their activities of daily living ensuring that residents are encouraged to be as independent as possible
- Deliver a high standard of person-centred care ensuring all practices reflects the privacy, dignity and respect of our residents and underpins all the basic values that contribute to an excellent quality of life
- Establish and maintain relationships with residents that are based on respect and equality
- Promote, encourage and practice the ethos of person-centred care
- Participate in organising and carrying out social outings and in-house activities
- Maintain resident's dining rooms, living areas and bedrooms in a neat, presentable and hygienic state
- Assist the management team during internal and external audits/inspections
- Must be available to work day, night and weekend shifts on a fulltime basis.

## What we are looking for in our Healthcare Assistants:

- Previous working experience in care of the older person within a residential care home setting is desirable
- Possess a high regard for and practice good health and safety procedures at all times
- Passionate about delivering outstanding care to older people and be a committed, patient and caring person with a sense of humour and a positive outlook on life.

If you think you've got what it takes and would like to join our team as one of our **Healthcare Assistants**, please click '**Apply**' now.

All applications will be treated with the strictest of confidence. Sonas is an Equal Opportunities Employer.confidence. Sonas is an Equal Opportunities Employer.

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

# Receptionist - H&H Motors

Auto Boland, Waterford, County Waterford

Full-time, Permanent

**H&H Motors Waterford are currently recruiting for a Receptionist to join our busy showroom. We prioritise excellent customer service which starts with the receptionist as our front-of-house and first port of call for incoming customers. The ideal candidate will be extremely friendly and outgoing with a strong customer focus and excellent IT skills.**

## **Requirements:**

- Previous experience in a similar role is an advantage.
- Excellent communication and customer care skills.
- A professional, courteous manner always.
- Be able to work on your own initiative and under pressure.
- Highly motivated and a team player.

## **Detailed Responsibilities:**

- Manage Reception Area
- Greet customers and deal with their queries
- Deal with incoming calls – log sales calls, take phone messages
- Check Answer Machine each morning
- Type up letters, quotations, emails as required for Dealer Principal and General Manager.
- Look after outgoing post – keep post book updated daily
- Order stationery, coffee & tea supplies, water etc.
- Log Trade-ins and Used Car Sales
- Process Change of Ownership and RF105's
- Used Car Warranty paperwork
- Deal with parking fines
- Register cars for customers and log details
- Keep Fuel Payments log and Petty Cash log
- Tax Contract Hire & Hertz cars as required. Look after tax renewals of same.
- Maintain calendarized record of all tax renewals for Company Demonstrators to ensure timely renewal.
- Notify Hertz of additional cars to fleet.
- Apply for duplicate paperwork at VRO.
- Do up weekly 'Thank you' letters for New & Used Vehicles.
- Complete 'New & Used Vehicle' customer sheet and make calls

## **Advertising**

- Update Used Car Lists, Window Sheets & Photos daily
- Print Used Car lists
- Update Car zone & websites with stock changes or other changes if necessary.
- Put price changes & additions on Kerridge
- Create advertisements and promotional documentation for dealership.
- Input ads into daily and weekly papers.
- Query any issues with National and Local Advertisements.

- Send all proof and advertisements to media formats (newspapers, magazines, radio) for quotation.
- Agree prices, proofs, and frequencies for advertisements.
- Provide relevant order numbers etc. for agreed advertisements.
- Give accounts payable order numbers for advertisements.
- Check advertisements are as per agreement and are accurate and printed well.
- Pass invoices on a weekly basis.
- Post advertising invoices at month end for Accounts Department
- Keep copies of all ads for quarter and compile listing of same.

**If you would like to work in a fast-paced environment with excellent benefits such as full training, a competitive salary, and 20 Days annual leave, please apply with your CV and Cover letter today!**

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

# Assembly Operator

Schivo Medical, Waterford, County Waterford

Full-time, Permanent

## Urgently needed

**Job Title:** Assembly Operative - cleanroom

**Reports to:** Production Supervisor

### Main purpose of the job:

The successful candidate will be responsible for ensuring the smooth assembly of products in a high-volume production environment, performing and completing all assemblies according to procedure to meet customer shipment deadlines.

### Skills & Competencies

- Quality focused
- Exceptional attention to detail
- Industry awareness

### Experience and Knowledge

- Enjoys repetitive tasks that require a high level of dexterity and attention to detail
- Previous medical device assembly or small parts assembly

OR

- Previous experience in a role where a high level of fine craftsmanship and skill was required

### Key duties /responsibilities:

- Appreciation of the device you are assembling and its intended use
- Performs small part assembly of final products and sub-assemblies of products by following released procedures.
- Employs exceptional standards of workmanship to ensure high quality products are produced on schedule.
- Performs in-process inspection to ensure products meet specifications and standards
- May require engineering support to resolve complex and unique problems.
- Must be able to read and understand: assembly instructions, production orders, Bills of Materials, Standard Operation Procedures, and all other documentation used to control the products and processes.
- Will provide support to project teams whose objectives may be: quality improvement, cost reduction, cycle time reduction, reliability improvement, increased operational efficiency, or new product introduction
- Keeps work area clean, organized, and safe.
- Fills out all required paperwork accurately and on time.
- Other duties may be assigned
- Must be available to work overtime as requested by the supervisor

### Work Conditions:

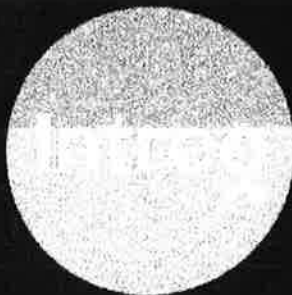
- Employee is expected to follow all safety regulations, keep work area in a clean and orderly condition, and wear appropriate Personal Protective Equipment (PPE) as required for the assigned work area(s). Performs safety related duties as assigned.
- Working conditions are normal for a manufacturing environment. Machinery operation requires the use of safety equipment to include but not limited to safety glasses and company uniform

Additional pay: Overtime pay

Schedule: 8 hour shift, Day shift Monday to Friday

Shift availability: Day shift (preferred) Night shift (preferred)

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



# WPEP

Work Placement  
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**Unemployed?**

**Looking to gain new skills  
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**Get work experience  
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Get training & support**

**A placement:**

- is 30 hours per week for six months
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- will provide you with better employment options in future
- can help you change career

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

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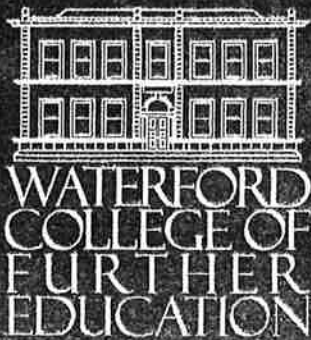
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Email: [wpep@welfare.ie](mailto:wpep@welfare.ie)

Telephone: 0818 111 112

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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 at wcfefe.ie



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wcfefe.ie**

## Training Opportunities for 2022

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

<i>Start Date</i>	<i>Course</i>	<i>Location</i>	<i>Duration</i>
31st Jan 2022	Employment Skills – VTOS	<i>Carrick-on-Suir</i>	40 Weeks – Full Time
14th Feb 2022	Challenging Behaviour – Level 5 – BTEI	<i>Carrick-on-Suir</i>	9 Weeks – Part Time
16th Feb 2022	EHA1 – Primary Certificate in Food Safety	<i>Carrick-on-Suir</i>	1 Day
15th Mar 2022	Driver Theory Test Preparation	<i>Carrick-on-Suir</i>	10 Weeks – Part Time
25th 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
28th Feb 2022	Beauty Therapist Traineeship (Blended Learning)	<i>Waterford</i>	56 Weeks – Full Time
22nd Feb 2022	Supervisory Management	<i>Waterford</i>	12 Weeks – Evenings
21st Mar 2022	An Introduction to the Pharmaceutical Industry Night Class	<i>Waterford</i>	5 Weeks – Evenings
15th Feb 2022	ICDL (International Certificate of Digital Literacy)	<i>Waterford</i>	13 Weeks – Evenings
28th Feb 2022	Regional Tour Guiding Traineeship (Blended Learning)	<i>Waterford</i>	20 Weeks – Full Time
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**

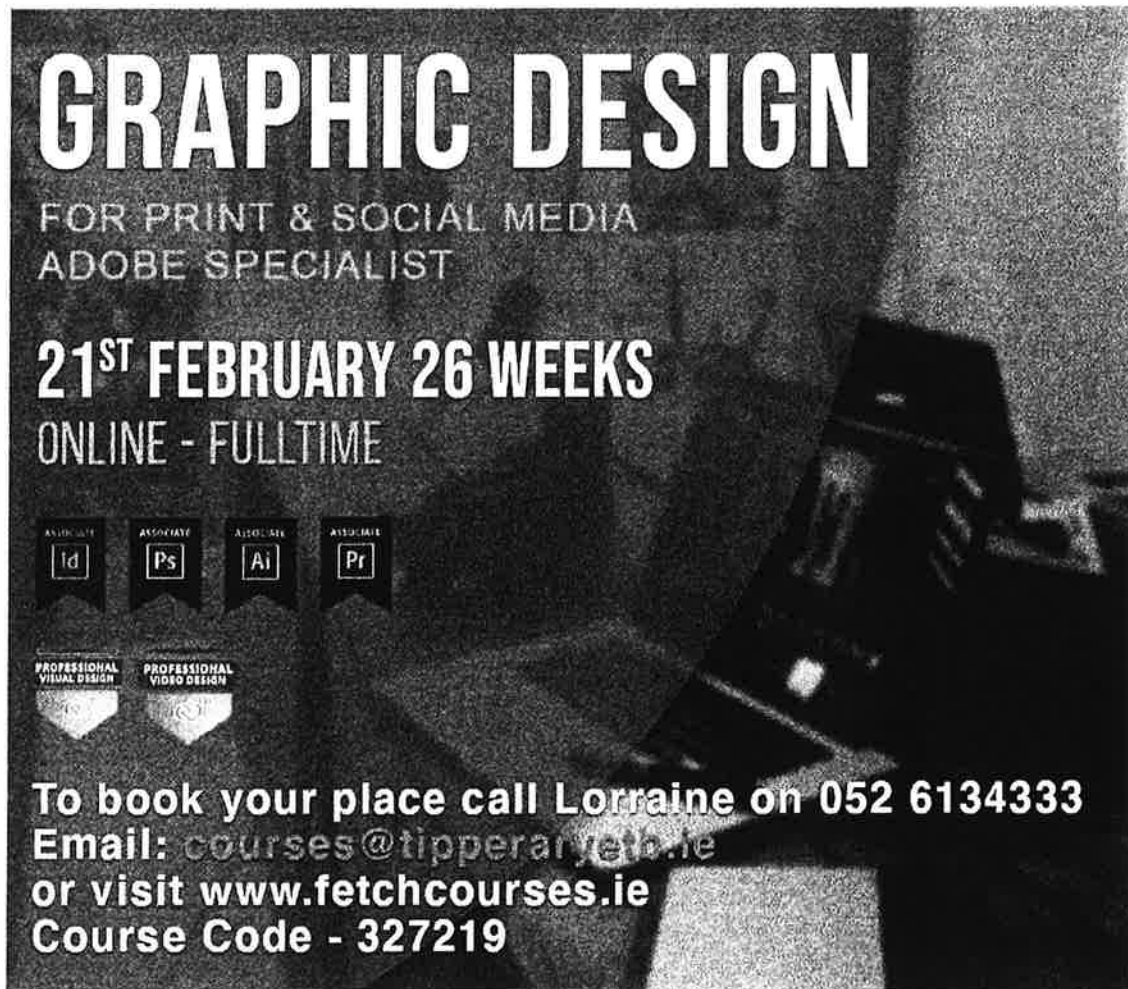
Nano Nagle Community Resource Centre, Carrick-on-Suir

Tel: 051-649516

Email: [eastwaterford.les@wlp.ie](mailto:eastwaterford.les@wlp.ie)



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

ASSOCIATE **Id** ASSOCIATE **Ps** ASSOCIATE **Ai** ASSOCIATE **Pr**

PROFESSIONAL VISUAL DESIGN PROFESSIONAL VIDEO DESIGN

**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**

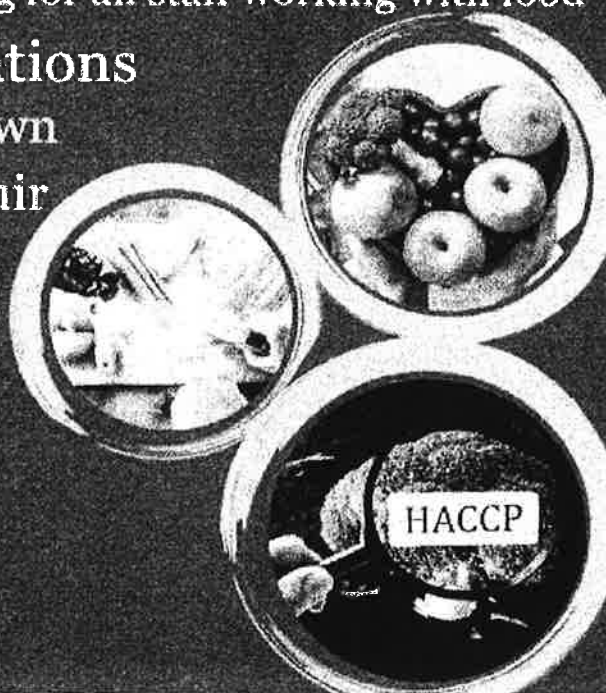
**Cashel**

**Roscrea**



**etb**

Employment Training  
and  
Development Board  
Tipperary / Carrick-on-Suir  
Training Centre



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  
Oiliúna Thiobraid 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)



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

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 Book Your Place Today  
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**etb**

Employment Training Board  
Empowering People  
Improving Lives

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**  
Employment Training Board  
Building Skills and  
Employment Opportunities

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**  
East Cork Education and Training Board



 [www.fetchcourses.ie](http://www.fetchcourses.ie)  
[www.tipperaryetb.ie](http://www.tipperaryetb.ie)

**Commencement Date:**  
January 31st, 2022.



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Upskill, Upskill, Upskill  
Your Skills, Your Future  
Education and Skills

**SOLAS**  
The National Training Agency

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*

### **Cleaner CE Scheme - Carrick-on-Suir (2210170)**

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

### **Athletic Coach/Admin Assistant CE Scheme, Carrick-on-Suir (2208698)**

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.

### **Caretaker/Maintenance Person CE Scheme, Nano Nagle Community Resource Centre, 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 Seir 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.

**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 (2206651)**

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.

**\*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)\***