

WEST WATERFORD LOCAL EMPLOYMENT SERVICE

SUPPORT SERVICE FOR THE UNEMPLOYED

WORKING UNDER CONTRACT FOR THE DEPARTMENT OF EMPLOYMENT AFFAIRS AND SOCIAL PROTECTION

JOB VACANCIES & FREE LOCAL TRAINING
WEDNESDAY 27TH APRIL 2022

OUR OFFICES ARE NOW OPEN TO THE PUBLIC

THIS JOB PACK CAN BE ACCESSED WEEKLY VIA:

OUR OFFICES: PRESENTATION BUILDING, MITCHELL STREET, **DUNGARVAN.**
WLP OFFICES, LISMORE BUSINESS PARK, **LISMORE.**

VIA EMAIL: PLEASE EMAIL OUR OFFICE AND YOUR NAME CAN BE
ADDED TO OUR WEEKLY MAIL-OUT DATABASE.

ONLINE: WWW.WLP.IE
SELECT **JOBSEEKER TAB** HIT **LOCAL JOB ADVERTS**

FOR DAILY JOB VACANCY UPDATES
PLEASE LIKE US ON FACEBOOK ~ COUNTY WATERFORD LES

OUR CONTACT DETAILS ARE:

PHONE: 058 44077
TEXT: 086 787 0872 or 086 035 8615
Email: westwaterford.les@WLP.ie

STAFF CONTACTS : NIAMH KUHNE / PAULA HENNESSY



DUNGARVAN LEADER, FRIDAY, APRIL 29, 2022



26A Parnell Street, Dungarvan, Co. Waterford
T: 058 89555

E: info@garvanbay.ie — W: www.garvanbay.ie

Recruitment

We are a Dungarvan based Accountancy Practice and due to continued growth & expansion in our business we are looking to recruit for the position of
Practice Accountant

The role is full time.

We operate a hybrid working model and flexitime is also available where required.

Duties of the position to include, but not limited to, the following:

- Payroll processing
- VAT return preparation
- Income & Corporation tax returns
- Ensuring all Tax and CRO filing deadlines are met
- Full responsibility for a portfolio of SME, Corporate & Personal clients
- Maintaining client relationships and dealing with any ad-hoc queries as they arise.
- Contributing towards the development & expansion of the practice.

An ability to multitask and adherence to strict deadlines is a must. Excellent IT skills and a general tidy attitude to their workspace are also required.

Ideally, we are looking for candidates that are qualified/part qualified with a minimum of 3 years practice experience. We are also happy to consider candidates that may be contemplating a return to the workforce following any absence. We also expect that as workload & deadlines dictate, there may be times when extra effort will be required. Competitive salaries are on offer with educational assistance and mentoring from experienced professionals.

Please send covering letter & CV by email to jobs@garvanbay.ie

Garvanbay Accounting is a member of the  group of companies.

MACE

Going the extra mile

Join our team in Lismore

THE FOLLOWING ROLE IS AVAILABLE:

Deli/Shop Assistant

Experience an advantage but not essential

Apply via email: ballyrafterss@gmail.com



SITUATIONS VACANT

EXPERIENCED TRACTOR DRIVER AND FARM MACHINERY OPERATOR REQUIRED — Full time position. Contact Kieran Hallahan, Cappoquin. 087 2549759. (29/4/)

REQUIRED HOME CARER FOR AN ELDERLY MAN LIVING IN KILMATHOMAS — Looking for an experienced, reliable, and respectful carer to work in Kilmacthomas on Monday and Tuesday mornings (9-10 am) and Monday and Tuesday evenings (6.30-7.30 pm) on an ongoing basis (with the occasional cover of other carer's shifts during the week and weekend when they are away) or for occasional accompaniment to medical appointments. Duties to provide respectful person-centred care support for an elderly man living at home in Kilmacthomas, with personal care support mornings and evenings and light housework. Own car required.

Please send a CV and/or letter of application (with references) to Box No. 943, Dungarvan Leader with your phone number included. (13/5/R)

LADY REQUIRED — To provide Home Care for an older lady, Dungarvan area with ongoing care requirements, early stage Dementia, responsibilities include personal care needs, food and nutrition intake and assistance with general day to day activities. Exp. would be an advantage but training can be provided. Tel. 087-2356983. (1)



BAR STAFF REQUIRED

**PART TIME POSITION
Dungarvan Area**

**Reply to: Box No. 944, DUNGARVAN LEADER,
18 MITCHEL STREET, DUNGARVAN, CO. WATERFORD.**



PRODUCTION PLANNER / ASSISTANT REQUIRED

We are recruiting a Production Planner/Assistant to join our dynamic team in Meadowfresh Foods, Tallow, Co. Waterford. Working closely with production and quality teams, the production planner will plan and schedule production on day-to-day basis to meet our customer demands. They will ensure the plan and control of finished stock to provide maximum customer service and quality. They will be responsible for converting demand from customers and stock orders into production schedules by maintaining a thorough understanding of the fluctuating capabilities, yields, run rates and general capacity of the factory.

MAIN RESPONSIBILITIES:

- Plan and manage daily production schedules.
- Liaising with production and quality teams for daily production planning and schedules for vegetable production lines.
- Overseeing production planning ensuring product orders are produced and packed as scheduled.
- Maintaining key performance indicators for production and quality in the relevant production areas, with a particular focus on yields.
- Establishing priorities, monitoring progress, revising schedules, and generally resolving problems.
- Liaising with growers and supplies ensuring the supply of quality produce is maintained throughout the year.

SKILLS, QUALIFICATIONS, AND EXPERIENCE:

- Experience in a similar role would be a distinct advantage although not essential.
- Master Production Scheduling (MPS) and Material Requirements Planning (MRP) tools.
- Strong IT skills, particularly in MS Excel.
- High attention to detail.
- Good communication skills and team player.
- The ability to prioritise and work under pressure.
- Understanding of food standards for compliance and quality.
- A very keen eye for detail and ability to maintain good, accurate records.
- Determined and resilient, with the drive to complete tasks on your own and demonstrate initiative.
- Good analytical and numerical skills.

BENEFITS INCLUDE:

- Competitive salary.
- Regular hours.
- Comprehensive training provided.

Send full CV to: John@meadowfreshfoods.com
or post to: **Meadowfresh Foods, Youghal Road, Tallow, Co. Waterford.**

Required Home Carer for an elderly man living in Kilmacthomas

LOOKING FOR AN EXPERIENCED – Reliable, and respectful Carer to work in Kilmacthomas on Monday and Tuesday mornings (9-10 a.m.) and Monday and Tuesday evenings (6.30-7.30 p.m.) on an ongoing basis (with the occasional cover of other Carer's shifts during the week and weekend when they are away) or for occasional accompaniment to medical appointments. Duties to provide respectful person-centred care support for an elderly man living at home in Kilmacthomas, with personal care support, mornings and evenings and light housework. Own car required. Please send a CV and/or letter of application (with references) to PO Box 8070 with your phone number included. (13-5)

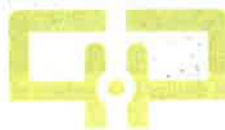
CARER / HOUSEKEEPER / COMPANION REQUIRED – To look after elderly gentleman. Flexible hours (to include weekends). Lemybrien area. Experience preferable but not essential. Reply in writing to Box No. 8071. (6-5)

Operative Required FOR DUNGARVAN BASED TELECOMS COMPANY

Over 21 | Clean Driving Licence
SAFE Pass and Manual Handling essential
Further training options available
Five day week

Contact **087 922 4937**

(6-5)



GOALPOST

GENERAL OPERATIVE / STORE PERSON

Goalpost Ireland, a long established family run business in Tallow, Co. Waterford, are seeking to recruit an experienced **General Operative / Store Person** to join our team.

General responsibilities include but are not restricted to:

- Working in a manufacturing environment
- Handling of incoming stock
- Preparation of goods for transport
- Assist in the planning and preparing of orders
- Carry out fabrication, assembly and installation of products

Requirements:

- Strong attention to detail and able to operate to a high standard
- Ability to work on own initiative and as part of a team
- Safe Pass and Manual Handling certificate beneficial
- Fabrication knowledge an advantage
- Welding experience beneficial but no essential

CV by email to: siobhan@goalpostireland.com

Or post to: Siobhan Flynn, Goalpost Ireland,
Tallow, Co. Waterford, P51 N79T

Application Deadline: On or before Monday, 9th May, 9.00 a.m.

Tallow, Co. Waterford, P51 N79T
www.goalpostireland.com | 058 56326

LADY REQUIRED TO PROVIDE HOME CARE – For elderly lady with ongoing care requirements, early stage Dementia. Responsibilities to include: Personal care needs, food and nutrition intake and assistance with general day-to-day activities. Experience would be an advantage but training can be provided. Tel. (087) 2356983.

CONSTRUCTION WORKER FOR FARM BUILDINGS NEEDED – Manual handling and safe pass essential. Experience in concrete, farm buildings and shuttering an advantage. Must be hardworking, reliable and must be able to follow instructions. Own transport essential. Call (087) 7920929 for further information. (6-5)



26A Parnell Street, Dungarvan, Co. Waterford
T: 058 89555
E: info@garvanbay.ie • W: www.garvanbay.ie

Recruitment

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Practice Accountant

The role is full-time.

We operate a hybrid working model and flexitime is also available where required.

Duties of the position to include, but not limited to, the following:

- Payroll processing
- VAT return preparation
- Income & Corporation tax returns
- Ensuring all Tax and CRO filing deadlines are met
- Full responsibility for a portfolio of SME, Corporate & Personal clients
- Maintaining client relationships and dealing with any ad-hoc queries as they arise.
- Contributing towards the development & expansion of the practice.

An ability to multitask and adherence to strict deadlines is a must. Excellent IT skills and a general tidy attitude to their workspace are also required.

Ideally, we are looking for candidates that are qualified/part qualified with a minimum of 3 years practice experience. We are also happy to consider candidates that may be contemplating a return to the workforce following any absence. We also expect that as workload and deadlines dictate, there may be times when extra effort will be required. Competitive salaries are on offer with educational assistance and mentoring from experienced professionals.

Please send covering letter and CV by email to
jobs@garvanbay.ie

Garvanbay Accounting is a member of the  group of companies.



Villierstown Education & Culture Project CLG T/A
Blackwater Eco Tours are currently recruiting for the following position:-

Business Development Manager

The ideal candidate will have the opportunity to join a dynamic team operating a bespoke tourism offering in West Waterford. We require forward looking people with an interest in working in this sector, with the ability to deliver a high standard offering to visitors to the area, while at all times progressing the company's eco-friendly approach to nature and wildlife.

This is a fixed term contract of 39 hours per week based in Villierstown, Co. Waterford, with 20 days Annual Leave per annum.

Closing date for receipt of applications will be 12 noon on Wednesday, 4th May, 2022.

CV & Cover Letter can be e-mailed to info@vecp.ie or posted to:-

Project Co-ordinator
Blackwater Eco Tours
The Boat House
Villierstown Quay
Co. Waterford
P51 X6T7

Villierstown Education & Culture Project CLG is an equal opportunities employer.

VECP is supported through the Community Services Programme (CSP) by the Department of Social Protection.

Required home carer for an elderly man living in Kilmacthomas

Looking for an experienced, reliable, and respectful carer to work in Kilmacthomas on **Monday and Tuesday mornings (9-10 am)** and **Monday and Tuesday evenings (6.30-7.30 pm)** on an ongoing basis (with the occasional cover of other carer's shifts during the week and weekend when they are away) or for occasional accompaniment to medical appointments. Duties to provide respectful person-centred care support for an elderly man living at home in Kilmacthomas, with personal care support mornings and evenings and light housework. Own car required.

Please send a CV and/or letter of application (with references) to the following email address – munsterreplies@gmail.com

Please be assured all applicants will be treated with the highest of confidentiality.



KILGALLEN & PARTNERS
CONSULTING ENGINEERS

Kilgallen & Partners Consulting Engineers Ltd. is a long established Civil/Structural Engineering practice operating from modern offices in Portlaoise and Kilkenny.

The practice is a CPD Accredited Employer with Engineers Ireland and operates a structured mentoring system as part of this process.

The company operates an NSAI Certified Quality Management System (ISO9001:2015).

We are seeking to recruit the following Personnel for the following positions:

Structural Engineer

The ideal candidate will be chartered or close to achieving the title Chartered Engineer. Experience in the use of Masterseries or similar structural design software will be a requirement. Current projects include permanent and temporary works design in various sectors including pharmaceutical, industrial, commercial, retail, public sector and residential.

Senior Civil Engineer

The ideal candidate will be a Chartered Engineer. Current projects include transport, active travel, hydrology, pharmaceutical, commercial and residential. Experience in any of these areas will be an important consideration.

Structural Engineering Technician

The ideal candidate will have experience in the design and detailing of structural engineering projects and will be proficient in the use of Autocad, Revit or similar software packages.

Civil Engineering Technician

The ideal candidate will have experience in the design and detailing of civil engineering projects and will be proficient in the use of Civil 3D or similar design software.

Strong written and oral communication skills are an advantage for each position along with the ability to work within an ISO 9001 approved quality system.

The salary / reward arrangement will be negotiable and will reflect the level of experience and training of the successful candidate. A company pension scheme is in place. Hybrid working arrangements are catered for in our organisation.

Interested parties should apply to fmcdermott@kilgallen.ie attaching their CV and a cover letter.



Electrical Apprentice & Mechanical Automation and Fitting Apprentice

Glanbia Ireland Belview Site

Applications are welcome for the above trades based at Belview, Co. Kilkenny. The apprentices will train for a period of four years combining practical industrial experience and Solas/CMETB run academic training.

To be eligible to apply, the successful applicants must meet the following criteria;

- **Legal Age Limit – Candidate must be 16 years or over.**
- **Educational Standard – Grade D or higher in 5 subjects at Leaving Certificate Level.**

For more details on these roles, and to apply, please visit the Careers section of www.glanbiaireland.com/careers and search for job: Apprentice.

All applications are treated in confidence.

Glanbia Ireland is an equal opportunities employer.



www.glanbiaireland.com

KILGALLEN & PARTNERS CONSULTING ENGINEERS

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The practice is a CPD Accredited Employer with Engineers Ireland and operates a structured mentoring system as part of this process.

The company operates an NSAI Certified Quality Management System (ISO9001:2015).

We are seeking to recruit the following personnel:

STRUCTURAL ENGINEER

The ideal candidate will be chartered or close to achieving the title Chartered Engineer. Experience in the use of Masterseries or similar structural design software will be a requirement. Current projects include permanent and temporary works design in various sectors including pharmaceutical, industrial, commercial, retail, public sector and residential.

SENIOR CIVIL ENGINEER

The ideal candidate will be a Chartered Engineer. Current projects include transport, active travel, hydrology, pharmaceutical, commercial and residential. Experience in any of these areas will be an important consideration.

STRUCTURAL ENGINEERING TECHNICIAN

The ideal candidate will have experience in the design and detailing of structural engineering projects and will be proficient in the use of Autocad, Revit or similar software packages.

CIVIL ENGINEERING TECHNICIAN

The ideal candidate will have experience in the design and detailing of civil engineering projects and will be proficient in the use of Civil 3D or similar design software.

Strong written and oral communication skills are an advantage for each position along with the ability to work within an ISO 9001 approved quality system.

The salary / reward arrangement will be negotiable and will reflect the level of experience and training of the successful candidate. A company pension scheme is in place. Hybrid working arrangements are catered for in our organisation.

Interested parties should apply to fmcdermott@kilgallen.ie attaching their CV and a cover letter.

Waterford News & Star

WATERFORD NEWS & STAR
APRIL 26, 2022



*Kilkenny Recreation & Sports Partnership wishes to recruit
for the following position:*

REGIONAL LSP COMMUNICATIONS OFFICER – KILKENNY

covering Limerick and Ulster (Donegal, Cavan & Monaghan)

This is a full-time, fixed term contract for a period of 3 years.

**The salary for the position will be aligned to LA Grade 5 Salary Scale
commensurate with experience.**

The Regional LSP Communications Officer Kilkenny will work together along with the National LSP Communications Coordinator (hosted by Meath LSP), the Regional LSP Communications Officer (hosted by Clare LSP) and the National LSP Communications Working Group to develop a national LSP Communications plan with a focus on key target groups underrepresented in sport.

The post holder will report to the National LSP Communications Coordinator and the National LSP Communications Working Group on issues relating to the programme development and delivery, in line with LSP policy.

Closing Date Thursday, 28 April, 2022

**For job description, person specification and to apply for the post,
please visit KRSP website on: www.krsp.ie/vacancies**

KRSP is an Equal Opportunities Employer

These posts are subject to Sport Ireland funding.



SPORT IRELAND



Oliver Murphy Insurance Brokers Ltd.

Talk to Us on 051-841756

General Insurance & Life Brokers

Members of Broker Ireland

Regulated by the Central Bank Of Ireland.

CAREER OPPORTUNITY

Oliver Murphy Insurance Brokers are one of the South East's largest established Insurance Broker firms based in Gladstone House, 50 The Quay, Waterford.

We are seeking suitable candidates for the following positions to expand our growing business in both our Personal and Commercial Insurance departments. Applications are invited for the following positions

Commercial Lines Administration

Support Executive

Candidates should:

- Be well organised with a keen eye for detail.
- Have excellent communication and interpersonal skills.
- Be focused and target driven.
- Ideally have advanced in their Insurance educational journey and be familiar with the Applied System.
- Have Commercial Lines experience

Personal Lines Renewal Executive

The Role:

- Is suitable for well organised knowledgeable candidates with excellent communication skills and good time management.
- The candidate must have the ability to manage a large portfolio of clients.
- The role requires the ability to build relationships with and assisting existing customers with policy queries.

The successful candidates will enjoy a competitive remuneration package depending on their experience along with ongoing training and development to help achieve business objectives and reach their full potential within a progressive firm.

**CVs can be submitted for the attention of Imelda Behan
by email to: careers@olivermurphy.ie**

Drakelands House Nursing Home

**We are now seeking to recruit
for the following full-time posts;**

Staff Nurses

Health Care Assistants

Activities Co-Ordinators

**Excellent remuneration and
working conditions.**

**For further information please contact:
Anne Marie on 086-4410269 or email:
amoloughlin@trinitycare.ie.**



Marble, Granite and Quartz Worktops

We have the following positions available
(FOR IMMEDIATE START)

Office Administration/ Showroom Sales

The successful candidate must have experience in General Office Duties, Sage Accounts, Dealing with the Public, Ability to price from plans

Showroom Salesperson

The successful candidate must have experience in Sales, Ability to read Drawings, for Pricing Purposes and General Office Duties
Successful candidates must be able to work as part of a team and use their own initiative
Salary on Interview

Apply send completed cv to accounts@stonesolutions.ie
Or by post to Stone Solutions Main Street Camolin
Enniscorthy, Co. Wexford

SOLICITOR or LEGAL EXECUTIVE

**sought to cover Maternity Leave in
busy City Centre Solicitor's Office.**

*Full or Part time will be considered
depending on the candidate.*

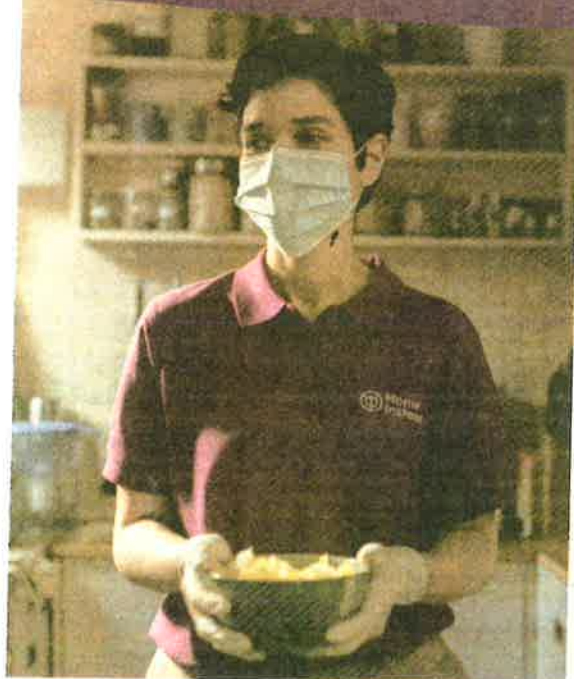
Start date in mid-July for a period of 7 months.

Previous experience in a Solicitor's Office is required.

Apply with CV to:

info@purcellkennedy.ie

Looking for a *meaningful* career in home care?



We're looking for *caring* and *compassionate*
people to join our team of CAREGiversSM
in Waterford City and County,
and South Kilkenny

- Competitive pay rates, with premium rates at weekends and bank holidays
- Paid travel between clients, paid training and subsidised QQI training
- Free uniforms, PPE and other 'on-the-job' resources
- Unrivalled, 24/7 support from our office team
- Range of opportunities to upskill and progress your career

Learn more at HomeInstead.ie/Waterford

☎ Call (051) 333 966

✉ Email waterford@homeinstead.ie

Each Home Instead® franchise office is independently owned and operated

 **Home
Instead.**
To us, it's personal.

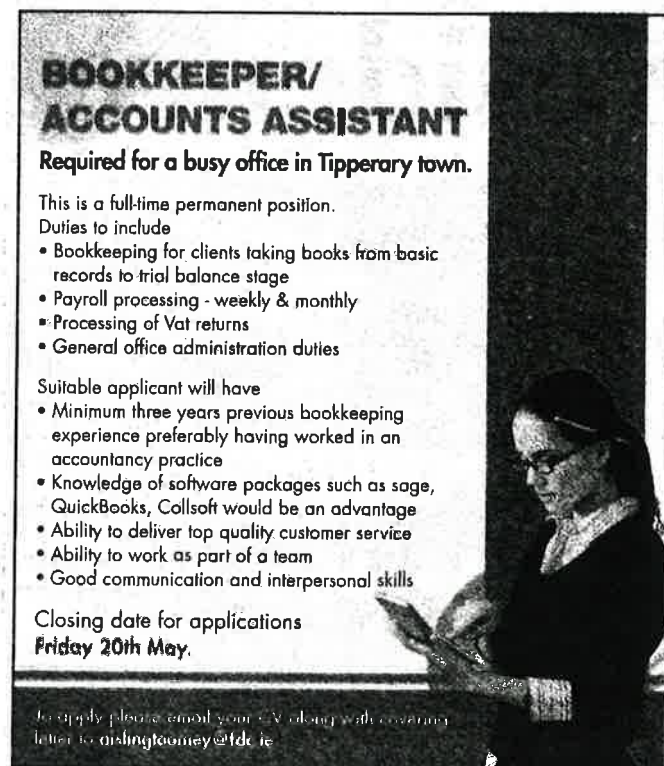


**TIPPERARY
TOWN AREA
BAR STAFF
REQUIRED**

Full & Part-time
positions available

- For immediate start.
- Experience essential.

Contact
087 0665625



**BOOKKEEPER/
ACCOUNTS ASSISTANT**

Required for a busy office in Tipperary town.

This is a full-time permanent position.

Duties to include

- Bookkeeping for clients taking books from basic records to trial balance stage
- Payroll processing - weekly & monthly
- Processing of Vat returns
- General office administration duties

Suitable applicant will have

- Minimum three years previous bookkeeping experience preferably having worked in an accountancy practice
- Knowledge of software packages such as sage, QuickBooks, Collsoft would be an advantage
- Ability to deliver top quality customer service
- Ability to work as part of a team
- Good communication and interpersonal skills

Closing date for applications
Friday 20th May.

To apply please email your CV along with covering letter to arlington@tdc.ie

Mullinahone Co-op

Est. 1883

Senior Purchasing Vacancy

Agri Wholesale Distribution Business

We are currently inviting applications for a vacancy as lead in our purchasing team following staff retirement.

The position is based at our premises in Mullinahone. A strong background knowledge/experience in the Agri Trade Sector is essential.

Previous experience in a similar role would be beneficial. Proficient IT skills and use of MS Office an advantage.

Applications to Liam O'Brien at
lobrien@mull-coop.ie
before the 6th May 2022.



Comhairle Contae Thiobraid Árann
Tipperary County Council

FIREFIGHTER VACANCIES

Applications are invited for the position of part-time firefighter with the following Brigades:

- Borrisokane
- Cashel
- Cloughjordan
- Nenagh
- Newport
- Templemore
- Thurles
- Tipperary Town

Potential average Annual Earnings €15,000 to €20,000.

Panels may be created from which vacancies arising during the lifetime of these panels will be filled. Depending on the number of applications received shortlisting of candidates may be necessary. Shortlisting will be based on the information on your application form.

Application forms and further particulars are available on www.tipperarycoco.ie or by e-mail from recruitment@tipperarycoco.ie. Completed and typed application forms (4 Hard Copy Only) must be returned to Human Resources Section, Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary E91 N512, by not later than 4.00pm on Wednesday 11th May, 2022.

Garda Vetting applies to this position

TIPPERARY COUNTY COUNCIL IS AN EQUAL
OPPORTUNITIES EMPLOYER



Aqualeak Ltd - Water Management is a water conservation company working on a wide range of projects for public and private clients nationwide.

Due to continued expansion, we have the following opening in the Tipperary Area.

Trainee Leak Detection Technician Full-time, Permanent

Full Training provided

Site experience, particularly civil engineering/
utility experience, an advantage

Requirements:

- A full clean driving license
- A safe pass card
- Manual Handling certificate
- Good IT skills

The successful candidate will be well supported but is required to have a dynamic approach with the ability to work independently within a short period of time.

If you are interested in this opportunity, please send an up to date CV to info@aqualeak.ie and suitable candidates will be contacted with more details.

SAFE PASS COURSE

TO BE HELD IN CLONMEL
THURSDAY 5TH MAY AND
THURSDAY 12TH MAY

TO BOOK TELEPHONE
052 6123111 OR 086 8121590
E: peter@semiton.com

LE leinsterexpress Express

The Leinster Express newspaper, one of the leading titles in Ireland's top local news publisher Iconic Media Group, is looking to recruit an outstanding sports editor.

This full time position is for a person with a passion for all sports, excellent writing skills and experience in media.

A strong digital ethic and ability to work in a fast paced multi media environment would be essential. Attention to detail would also be necessary.

The ideal candidate would show the ability and enthusiasm to put their personality on the sports pages of a newspaper whose reputation in providing quality sports coverage is well known in Laois.

Of course there would be a big focus on Gaelic games, but the newspaper prides itself on its coverage of a wide range of sport, and that is always expanding.

www.leinsterexpress.ie also prides itself on being right on the final whistle with all sports results, and with the latest team news. So having a strong news sense and desire to break sports content would also be important.

Applicants should have third level qualifications. The position is based in Portlaoise, and the successful applicant would become a key member of the Leinster Express editorial team.

We are looking for a self-starter who can:

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

The closing date for applications is Friday, April 29 2022.

To apply, please email brian.keyes@iconicnews.ie including a covering letter, CV and samples of your work.

iconic
media group



JOHN M. JOY & CO. SOLICITORS CLONMEL

are seeking to recruit a
**LEGAL EXECUTIVE/
LEGAL SECRETARY**
to join their team.

Duties and responsibilities will include:-

- Have experience in Litigation including PI litigation
- Have experience in District Court including criminal District Court
- Have experience in Conveyancing and Probate including completion of PRA registrations etc.
- Be able to communicate with clients, colleagues and other firms alike
- Have strong computer skills
- Knowledge of Keyhouse Case management System or similar would be an advantage
- Candidates must have the following skills and experience
- Previous experience in a similar role with a busy law firm at least 3 years
- Good communication and interpersonal skills
- Excellent organisational skills
- Strong attention to detail and ability to prioritise workload
- Ability to work on own initiative and meet deadlines

If you wish to apply for this position please email a CV and cover letter to: margaret@johnmjoy.com on or before 10th May 2022

JOHN M. JOY & CO. SOLICITORS CLONMEL

We are seeking to recruit a
**LEGAL SECRETARY/
RECEPTIONIST**
to join their team.

Duties and responsibilities will include:-

- Reception duties including answering telephones and dealing with client queries; greeting clients
- Excellent audio typing skills with a high level of accuracy
- Previous experience in similar position essential
- Be a good team player and have a flexible attitude to work
- Maintaining client files including photocopying, scanning and filing (both paper and electronic) and archiving files
- Must be an excellent communicator
- Knowledge of Keyhouse Case Management System or similar would be an advantage

Applicants who wish to apply for this role should please email a CV and cover letter to: margaret@johnmjoy.com

Closing date for applications is 10th May 2022



Villierstown Education & Culture Project CLG *T/A Blackwater Eco Tours* are currently recruiting for the following position: -

Business Development Manager

The ideal candidate will have the opportunity to join a dynamic team operating a bespoke tourism offering in West Waterford. We require forward looking people with an interest in working in this sector, with the ability to deliver a high standard offering to visitors to the area, while at all times progressing the company's eco-friendly approach to nature and wildlife.

This is a fixed term contract of 39 hours per week based in Villierstown, Co. Waterford with 20 days Annual Leave per annum.

Closing date for receipt of applications will be 12pm on Wednesday 4th May 2022

CV & Cover Letter can be e-mailed to info@vecp.ie or posted to: -

Project Co-ordinator
Blackwater Eco Tours
The Boat House
Villierstown Quay
Co. Waterford
P51 X6T7

Villierstown Education & Culture Project CLG is an equal opportunities employer.

VECP is supported through the Community Services Programme (CSP) by the Department of Social Protection.

TYRE FITTER - DUNGARVAN

- Tyre fitter
- Castle Garage, Dungarvan (near McDonalds RA)
- Person required immediately
- 9-6pm, 5 days per week
- Interested candidates can call Employer for further details: 058 43540

JOB VACANCIES

SALES & MARKETING SPECIALIST

Responsible for:

- researching and developing marketing opportunities and planning and implementing new sales plans.
- generating unique sales plans
- creating engaging advertisements, emails, promotional literature
- drive strategies to increase brand and product awareness by observing the market, competitors, and industry trends
- research and develop marketing opportunities and plans, understand consumer requirements, identify market trends.
- staying current in the industry by attending educational opportunities, conferences, workshops and maintaining personal and professional networks
- Assisting in monitoring and engaging newsletters, blogs, events etc to customers, maintaining data base for marketing.

Strong interpersonal skills, leadership, good communication skills, in-depth knowledge and understanding of sales and marketing

Requirements

Sales & Marketing qualification

3-5 years' experience, of which 1 year is restaurant industry specific

Part time to start with view to becoming full time.

Specialist based in-house initially

Apply with CV to copperbuoy1@gmail.com

CORPORATE & WHOLESALE SALES EXECUTIVE

We are looking for a Corporate & Wholesale Sales Executive to join our fabulous team
The role is based in Lismore, County Waterford.

Duties include

- managing existing client accounts
- generating new opportunities
- achieving monthly targets
- increasing our presence in the marketplace
- understanding our customers requirements / growing sales

Salary plus commission

Apply with CV and Cover Letter by email only to hr@thelismorefoodcompany.com
outlining your sales experience and why you wish to work for us.

OFFICE ADMINISTRATOR – DUNGARVAN

Job Alert • Waterford Jobs - JobAlert.ie
22h

Waterford Sports Partnership are now hiring an Office Administrator.

€28,753 per year.

Apply here: <https://www.jobalert.ie/office-administrator...>

To advertise your job on our Facebook page & website click here:

<https://www.jobalert.ie/employers>

#job #waterford



Office Administrator
Part-time

Waterford
€28,753 per year

APPLY NOW



JOBALERT.IE

Office Administrator | Waterford Sports Partnership | Waterford - 24th April |
JobAlert.ie

Duties and Responsibilities

- General administration and support to the Sports Co-ordinator and support the WSP team with the administration of programmes/events.
- Ensure efficient and effective systems of the day-to-day operation of the Sports Partnership office, including ordering supplies and responding to queries.
- Perform reception and initial contact duties during the opening hours of the company and support the WSP team in the delivery of a professional service.
- Provide relevant information to individuals and groups while ensuring that good standards are maintained in all communications with the public.
- Manage and maintain WSP's CRM system (salesforce) and ensure the organisation is compliant with Data Protection requirements.
- Develop and maintain WSP filing and data management systems to high standards and in line with Data Protection requirements.
- Support the Sports Co-ordinator, WSP Board and relevant committees with administration relating to meetings and compliance with the Governance Code for Sport and other statutory obligations.
- Manage and update the online booking system for WSP activities (Eventbrite).
- Support, maintain and administer company platforms and systems including Salesforce, Eventbrite, Xero accounts, Online banking, Business Safe online, Fixed Assets Register etc.
- Minute taking for Board and staff meetings and other meetings as required.
- Be flexible in approach to work and undertake any other duties that may be required within the remit of WSP. This will involve occasional evening/weekend work from time to time.

Salary: €28,753 per year

[Advertised on facebook](#)

ACCOUNTS RECEIVABLE CLERK – GLANBIA DUNGARVAN



Waterford Jobs - JobAlert.ie

April 23 at 3:00 PM · 🌐

...

Glanbia are now hiring an Accounts Receivable Clerk in Dungarvan, County Waterford.

Apply here: <https://www.jobalert.ie/.../accounts-receivable-clerk...>

To advertise your job on our Facebook page & website click here:

<https://www.jobalert.ie/employers> ... See more

**Accounts Receivable
Clerk**
Fixed Term

Dungarvan, County Waterford

APPLY NOW

The graphic is a dark blue rectangle with white text. It features the job title 'Accounts Receivable Clerk' in a large, bold font, followed by 'Fixed Term' in a slightly smaller bold font. Below this is a thin white horizontal line, then the location 'Dungarvan, County Waterford'. At the bottom is an orange button with the text 'APPLY NOW' in white. A yellow and orange circular logo is partially visible on the right side of the graphic.



JOBALERT.IE

Accounts Receivable Clerk | Glanbia | Dungarvan, County Waterford - 23rd April | JobAlert.ie

An opportunity has arisen for a **AR Clerk** with **Glanbia Business Services**, to cover a **9 month Fixed Term Contract**. This is a full-time position and will report to the **Credit Controller**.

The base location of the role will be **Dungarvan, Co. Waterford** with a **blended working arrangement** available through our **Smart working model** which allows you a greater choice in how you work and live, giving you a better work-life balance.

Key Elements of the Role

- The duties of an **Accounts Receivable Clerk** include collection calls and correspondence, in a busy, fast-paced and goal oriented **Accounts Receivable team**
- Providing customer service regarding collection issues, application of customer payments, process and review account adjustments, escalate discrepancies and settlement issues.
- Responsible for monitoring, maintaining and reconciling accounts involving customer portals.
- Establish and maintain a positive relationship with other departments and customers to enhance customer service
- Accountable for reducing delinquency for assigned accounts and reconcile customer disputes in a timely manner as they pertain to payment of outstanding balances that are due
- Communicate and follow up effectively with sales teams regarding customer accounts on a timely basis.
- File and maintain appropriate records in compliance with credit policy
- Adhere to all department and company policies and procedures; and meet defined goals and activity metrics such as **DSO** and cash collections targets
- Perform ad-hoc analysis, projects and other assigned tasks and duties necessary to support the business unit.

Qualifications

- Business related qualification

Experience

- 1-2 years relevant experience, preferably in an accounts receivable or credit control role in a multinational environment
- Knowledge of **Billing** and **Collections** processes
- Strong verbal and written communication skills with the ability to communicate in fluent English, in a clear manner to colleagues and customers.
- High attention to detail and ability to handle large data reports with an excellent degree of accuracy.
- Strong excel, analytical and SAP skills are a requirement.
- Previous knowledge of working on customer portals is desirable.

[Advertised on facebook](#)

THE PARK HOTEL – DUNGARVAN



The Park Hotel Dungarvan

19h · 🌐

...

We are now recruiting for a range of different positions across our Hotel.

As our Hotel continues to grow and develop, we are looking for people to join our work family who have a real enthusiasm for the hospitality industry and have a passion for creating memorable guest experiences.

- Restaurant Supervisor
- Bistro Supervisor
- Part Time Lobby Assistant (Mornings Only)
- Full & Part Time Banqueting Staff
- Full & Part Time Bar Attendants
- Kitchen Assistants
- Accommodation Supervisors
- Accommodation Assistants

Email your CV to hadmin@parkhoteldungarvan.com

#hoteljobs #hospitality #recruitment #hotelrecruitment #parkhoteldungarvan #dungarvan #jobfair



We Want You


TO WORK WITH US

at



[Advertised on facebook](#)

RECEPTIONISTS – LAWLORS HOTEL DUNGARVAN

 Lawlors Hotel Dungarvan
April 20 at 6:39 PM · 

...

We are currently looking for receptionists to join our team.
Full & part time positions available

Application with CV by email to Olivekiely@lawlorshotel.com
or call 058-41122 to arrange an interview.



[Advertised on facebook](#)

SALES ASSISTANT – HOMESAVERS – DUNGARVAN

We are currently recruiting for **Sales Assistant** to join the team in our store in **DUNGARVAN, Co. Waterford**

You will ensure the delivery of outstanding levels of customer service to all our valued customers while ensuring that our high levels of store standards are maintained. Must be flexible across mid week and weekends

Role responsibilities:

- Provide information on our products to customers and the availability of stock and any special promotions
- Operate tills and handle financial transactions – Cash handling
- Merchandise and replenish stock as directed
- Ensure all goods/promotions / special offers are priced correctly
- Assist with deliveries and stock handling
- Undertake cleaning duties as required
- Use your own initiative, where possible, to solve problems encountered when carrying out duties of the role.
- Identify in advance shortfalls that will affect the ability to meet daily operational targets.
- Continually develop an understanding of the Company's culture, values, policies, procedures, products and reflect this in everyday performance
- Adapt to changes implemented by Management, e.g. new procedures, policies, new operating techniques, etc.
- Embrace and apply operational business changes on all occasions.

The ideal candidate will:

- Be highly motivated
- Possess excellent communication skills
- Have exceptional levels of customer service
- Be flexible to work weekends and evenings
- Experience in a similar role would be beneficial

Job Type: Part-time

[Advertised on www.indeed.com](http://www.indeed.com)

BUTCHER – FRESH FOOD COURTYARD – DUNGARVAN

Part Time and Full Time Butchers required

Min of 2 years experience

Job Type: Full-time

Schedule: Day shift

Application deadline: 05/05/2022

Expected start date: 09/05/2022

[Advertised on www.indeed.com](http://www.indeed.com)

HOSPITALITY MANAGEMENT POSITIONS – DUNGARVAN

HARTLEY PEOPLE

We here at Hartley People Recruitment are recruiting for a number of senior & junior positions within the hospitality sector to join a dynamic team in a well-established Dungarvan based hotel.

Previous experience in hospitality is highly desirable

Hartley People Recruitment work to the highest ethical standards within our industry and we value the trust that you place in us when you send your CV. We can provide a full consultation in confidence and we guarantee that your CV will not be sent to any of our clients without your prior consent

Job Types: Full-time, Permanent

Salary: €35,000.00 per year

Additional pay: Tips

Benefits:

- Employee discount
- On-site parking

[Advertised on www.indeed.com](http://www.indeed.com)

DENTAL HYGIENIST – DUNGARVAN
TOMAS MURRAY & PARTNERS

Dental Hygienist required to join our friendly team.

Computerised and airconditioned modern surgery in the beautiful and vibrant town of Dungarvan.

Terms of pay can be negotiated, suggested €50 per hour or 40%.

2 days are available but 1 day is an option.

Job Types: Part-time, Permanent

Part-time hours: 15 per week

Salary: From €50.00 per hour

[Advertised on www.indeed.com](http://www.indeed.com)

SALES & MARKETING SPECIALIST – DUNGARVAN

COPPER BUOY CAFÉ & WINE BAR

Who we are:

We are looking for a Sales and Marketing Specialist to join our growing team. We are a restaurant business based in Dungarvan Town, with an exciting mix of street food and social dining with a welcoming atmosphere.

Our Sales & Marketing Specialist will be responsible for:

- Researching and developing marketing opportunities and planning and implementing new sales plans.
- Generating unique sales plans.
- Creating engaging advertisements, emails and promotional literature.
- Drive strategies to increase brand and product awareness by observing the market, competitors and industry trends.
- Research and develop marketing opportunities and plans, understand consumer requirements and identify market trends.
- Staying current in the industry by attending educational opportunities, conferences, workshops, maintaining personal and professional networks.
- Assisting in monitoring and engaging news letters, blogs, events, etc to customers, maintaining data base for marketing.

Our Sales & Marketing Specialist should have:

- Strong interpersonal skills, leadership, good communication skills, in-depth knowledge and understanding of sales and marketing.

Requirements:

Sales & Marketing qualification

3-5 Years experience of which 1 year is restaurant industry specific.

Part-time to start with an option to grow to full time.

In-house based position, Dungarvan Town.

Rate of pay is dependent on experience and qualifications.

Job Types: Full-time, Part-time **Salary:** €14.00-€30.00 per hour

Benefits: Flexible schedule

Schedule: Day shift / No weekends

Expected start date: 16/05/2022

[Advertised on www.indeed.com](http://www.indeed.com)

**Ukraine Crisis Appeal**[Donate Now](#)

6 Waterford Dungarvan Jobs

Filter: [All](#) [Full-Time](#) [Part-Time](#) [Employers](#) [Agencies](#)Relevance | [Date](#)

B2B Sales Development Representative US Marke...

Zevas Communications Ltd.

Waterford, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

23 Apr

*** This is primarily a work from home role - However there will be a requirement to work onsite from our **Dungarvan** Hub at least 2 days per month *** Introduction



Chefs of All Grades

2 Sisters Restaurant

Dungarvan, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

21 Apr

The 2 sisters restaurant in **Dungarvan** is currently recruiting chefs of all grades to join our team and work along side there current management. Both Full and Part time positions...



Customer Account Switching Specialist - Banking ...

Cpl, Talent Solutions

Waterford, County Waterford, Ireland

€26,500 per annum

Contract | Full Time

1 Day Ago

Areas - Waterford, Clonmel, **Dungarvan** Customer Switcher Specialist - Banking Branch (Waterford) Our purpose is to enable our Customers, Colleagues and Communities to thrive. We do...



Janitor

Aramark

Dungarvan, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

Today

ARAMARK Workplace Solutions (AWS) are currently recruiting for a Janitor based in our Primary Care Centre within our south team based in Waterford. This is a full-time permanent position reporting to...



Relief Pharmacist

Hallahans Pharmacy

Dungarvan, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

24 Apr

Working in a team between two premises. -Rota does rotate to allow Maximum days off together -One pharmacy is late night (9am-9pm), so late finish in rotation will be required -Competitive Weekday...



Janitor

Aramark

Dungarvan, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

21 Apr

ARAMARK Workplace Solutions (AWS) are currently recruiting for a Janitor based in our Primary Care Centre within our south team based in Waterford. This is a full-time permanent position reporting to...

Frequently Asked Questions

How can I recruit for Dungarvan vacancies in Waterford?

Q Job title, Skill or Company

Location

Sector

Search



Ukraine Crisis Appeal

Donate Now

[< Return to Job Search](#)


B2B Sales Development Representative US Market - Dungarvan (Home/Office Hybrid)

Zervas Communications Ltd.

Waterford, County Waterford, Ireland

Not Disclosed

Permanent | Full Time

1 Day Ago


[Login or register to apply](#)

Description

Company Details

***** This is primarily a work from home role - However there will be a requirement to work onsite from our Dungarvan Hub at least 2 days per month *****

Introduction

Zervas, established in 2001, is a privately-owned leading provider of outsourced (our site) and insource (client site) customer contact solutions for companies who are serious about every customer communication. Our team of highly skilled staff, hands-on management style and best of breed technologies allow companies interact with their customers when and where their customers need them, whether it's over the phone, by VoIP, email or on the web, delivered as a tailored solution for each clients' specific business needs.

What is the role?

This is an outbound business sales role contacting existing customers in the US Market. We are looking for a candidate who will be expected to consistently exceed quarterly sales targets through high volume outbound calling and emailing existing customers leads that are provided daily. We work with some of the most prestigious and well known companies in the World and you will be provided with intensive sales and product training, as well as mentorship and coaching from management & senior reps.

Who we are seeking?

- You have a competitive spirit and thrive under pressure, always striving to be the top performer / stand out from the crowd.
- You are a team player, willing to go out of your way to help a struggling teammate
- You constantly strive to improve, seeking coaching & guidance from both peers and managers
- You are an entrepreneurial self-starter, who can operate with minimal supervision and is motivated to find solutions to problems as they occur
- You understand how businesses operate and have strong business acumen, including knowledge of different business models & the importance of return on investment

Minimum Requirements

- Fluent English Speaker
- Knowledge of E-commerce e.g. buying or selling
- Excellent communication skills, both oral and written
- Highly disciplined, with excellent time management and organisational skills

Preferred requirements (Not Essential)

- Relevant qualifications
- Passion for the web and e-commerce
- Ideally 1-2 years of sales experience

Benefits

- 25K base salary, 30K On Target Earnings.
- Exciting flexible working options available
- €250 service/tenure voucher every 6 months
- Exceptional training provided
- Career Development Program
- Pension Plan (after 1 year)
- Health Care Subsidy (after 1 year)

Working Hours for US Market: 2pm to 11pm Monday to Friday

Before applying for this position, please review our Recruitment Privacy Policy:

Interviewing now, apply today!

RETAIL SECURITY OFFICER – LODGE SERVICE – WATERFORD

Lodge Service was established in 1919 and is one of the oldest and most experienced retail security suppliers in Ireland.

We currently have a full time Retail Security Officer position in our **Waterford City Store**.

This position is 45 hours per week. Wednesday to Sunday each week. Off every Mon & Tue together.

Candidates must have :

- a pride in their presentation
- a acceptable communication level of written and spoken English
- a PSA Static License
- an ability to work as part of the store team in all aspects of loss prevention
- a friendly and pleasant manner

Job Types: Full-time, Permanent

Salary: €13.00 per hour

Schedule: 8 hour shift

Experience: Security: 1 year (required)

Licence/Certification: PSA Static License (required)

Reference ID: Waterford

[Advertised on www.indeed.com](http://www.indeed.com)

BAR STAFF – URCHIN BAR & ADVENTURES – ARDMORE

Who are We:

The Urchin Bar is a casual dining bar restaurant located in the heart of the village of Ardmore, Co. Waterford with Beach Access to the rear of the property, where you can see the lobster pots and dolphins that play out on the water. It is a warm and welcoming family-friendly hub sharing its premises with Ardmore Adventures and Cliff Pantry.

We are close to a number of Ireland's championship golf courses, and encourage outdoor adventures to support wellness goals, your Urchin experience will always be enriched by a service that's warm and true to the Irish spirit.

Key Duties and Responsibilities:

- Ensuring efficient bar and food operations at all times
- Delivering and providing excellent customer service to all our guests
- Bar and restaurant opening and closing checklists performed

Benefits:

- Full training provided – we recruit you for personality and train the rest
- Competitive salary
- Meals on duty

Job Types: Full-time, Part-time, Permanent

Salary: €10.00-€15.00 per hour

Additional pay: Tips

Schedule:

- 8 hour shift
- Day shift
- Night shift

Experience: Hospitality: 1 year (preferred)

Language: English (required)

Shift availability: Day shift (preferred)

[Advertised on www.indeed.com](https://www.indeed.com)

GARDENER – LISMORE CASTLE ARTS – LISMORE

GRADE: Gardener

REPORTING TO: Head Gardener/Gardens Supervisors

An exciting opportunity is available for a gardener to join the Horticulture Team in the Gardens at Lismore Castle.

The historic gardens at Lismore Castle are comprised of a wide range of horticulture from mature trees and shrubs, herbaceous borders, wildflower meadows to productive vegetable gardens, orchard, glasshouse and tunnels, and a lot in between. We are looking to recruit an enthusiastic new team member to join the gardeners here to help maintain and develop these beautiful gardens.

ROLE OVERVIEW: To assist the Gardening Team in the maintenance and development of Lismore Castle Gardens and to work as instructed on the day-to-day tasks required to maintain the gardens and the services provided by the gardening team to the Castle and Estate at a high standard. Gardeners will also take responsibilities for the maintenance and development of specific areas within the garden.

EXPECTATIONS FOR PERFORMANCE:

Delivery of a high standard of horticulture and horticultural practices and be keen to develop a good plant knowledge.

Be able to work as a team or independently on tasks set by the Head Gardener or Gardens Supervisor.

To work in a safe manner in accordance with company health and safety policy at all times.

To be able to communicate and assist with requests from the public and castle guests.

To be able to work weekend duties when required.

To undergo training as and when required to enable fulfilment and development of role.

To take care and maintenance of tools, machinery, and infrastructure within the team's responsibility.

To assist, where appropriate, the Lismore Castle Estate and the Devonshire Groups teams.

REQUIREMENTS:

Horticultural qualification, FETAC level 5 or RHS level 3 and/or at least 2 years of experience in a similar role.

Good knowledge of plants and gardening techniques.

The ability to work outdoors all year round and do physical work.

Good communication skills.

Job Type: Full-time **Hours of Work:** 40hrs/ week, Mon-Fri with occasional weekends.

Salary: €23,500.00-€24,500.00 per year

Benefits: Company events / Company pension / On-site parking

Schedule: Monday to Friday

Application deadline: 12/05/2022

Reference ID: Lismore Castle Gardener

Please send CV and cover letter to gardens@lismorecastle.com

[Advertised on www.indeed.com](http://www.indeed.com)

GENERAL MAINTENANCE PERSON – WATERFORD

THE GRANVILLE HOTEL

If you want to be part of a friendly team that takes pride in their work and thrives on making our guests happy, this is a perfect opportunity to join our team.

A new position at the 4* Granville Hotel Waterford has become available. We are looking for a full time maintenance person.

The perks of working with The Granville Hotel:

Meals on duty and all day tea and coffee for the caffeine lovers
Discounted hotel rooms in Ireland as members of Original Irish Hotels
Great location with easy access to public transport and discounted parking while on duty
In-house training team dedicated to your personal development
Save money with our Cycle to Work scheme
Regular staff outings

The Ideal Candidate will:

- Have at least two year's previous experience in a maintenance role
- Have a proven track record to carry out routine maintenance tasks as well as preventative maintenance tasks to a high specification
- Ability to work on own initiative
- Have the ability to operate well under pressure and carry out duties to the highest possible standard in a busy environment, in a timely manner
- Have the ability to forward plan with good organizing skills
- Ensure all aspects of health & safety at work are adhered to
- Have some IT/ Technology skills
- Be a good communicator

Desirable:

- Have a health and safety qualification
- Have a qualification as electrician or plumber
- Previous experience in hotel environment.

Hours of work: 40 hours over 5 days (weekend availability)

Job Types: Full-time, Permanent

Salary: From €14.50 per hour

Benefits: Employee discount / Food allowance

Schedule: 8 hour shift / Weekend availability

[Advertised on www.indeed.com](http://www.indeed.com)

CLERICAL OFFICERS

Job Alert - Waterford Jobs - JobAlert.ie
April 21 at 7:00 PM

...

Clerical Officers are now required to assist Government Departments, Offices and State Agencies in Ireland with the current unprecedented influx of Ukrainian nationals to Ireland.

Applicants must have verbal and written fluency in English and Ukrainian.

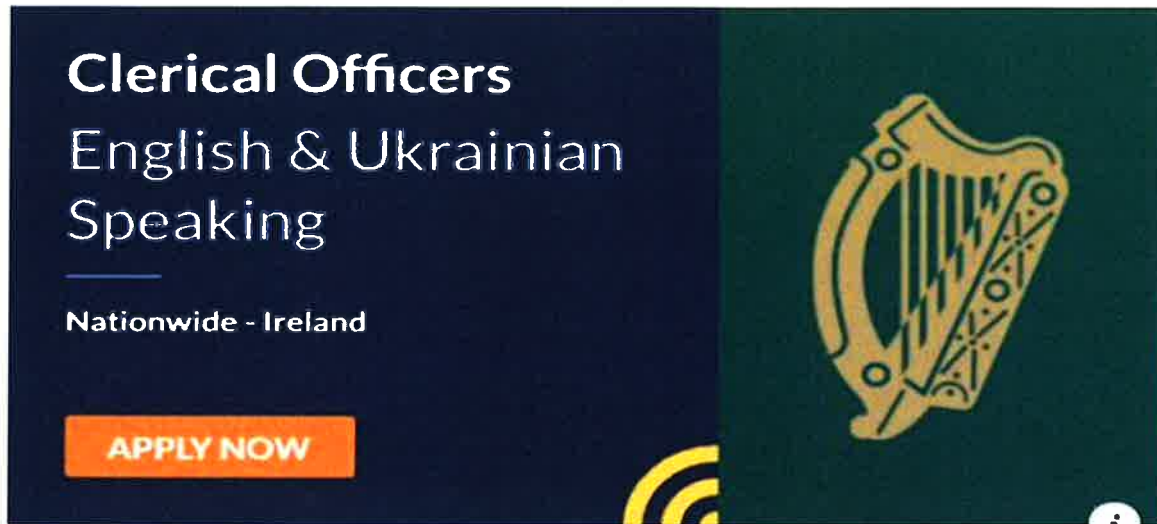
€485.60 per week.

Apply here: <https://www.jobalert.ie/.../temporary-clerical-officer...>

To advertise your job on our Facebook page & website click here:

<https://www.jobalert.ie/employers>

#job #ireland



Clerical Officers
English & Ukrainian Speaking
Nationwide - Ireland
APPLY NOW

JOBALERT.IE

Temporary Clerical Officer - Fluency in English and Ukrainian | Department of Public Expenditure and Return | Nationwide - 21st April | JobAlert.ie

Temporary Clerical Officer Fluency in English and Ukrainian 2022

The Government of Ireland is committed to ensuring a coordinated national humanitarian response to people fleeing conflict in Ukraine and seeking protection in Ireland.

Ireland has welcomed over 13,000 Ukrainian nationals since the EU agreed to activate the EU Temporary Protection Directive in March 2022 and will continue to do so.

To assist Government Department, Offices and State Agencies in Ireland with the unprecedented influx of Ukrainian nationals to Ireland at this time, we are looking for the assistance of temporary administration staff that must have verbal and written fluency in English and Ukrainian.

The roles are initially expected to be for a duration of 3 months, but this may vary from post to post.

The role involves working with those entering Ireland from Ukraine as a result of the current conflict and with members of the general public.

The closing date for applications is Thursday the 12th of May 2022

[Advertised on facebook](#)

Q Job title, Skill or Company

📍 Location



Ukraine Crisis Appeal

Donate Now

[<< Return to Job Search](#)



Receptionist/Admin

Munster Timber Structures

📍 Waterford, County Waterford, Ireland

€ Not Disclosed

📅 Permanent | Full Time

🕒 1 Day Ago



Apply Now

Description

Company Details

We are looking for a Receptionist/Admin to join our team in a busy construction office.

Full time position available

Receptionist/Admin Skills and Qualifications:

- Prior office experience important
- Answering and manage incoming and outgoing calls
- Contacting clients re: delivery dates etc
- Strong attention to detail
- Excellent time management skills
- Exceptional communication and customer service skills
- Proficiency with Microsoft Office Programs, Word and Excel in particular
- Strong prioritisation and organisation skills
- Ability to handle confidential information
- Ability to multitask
- Any experience in sage accounts would be a bonus but not compulsory
- Any experience in Health & Safety would be a bonus also

Skills:

Attention to detail

Ability to multitask

time management skills

Customer service skills

Exceptional communication skills

Q Job title, Skill or Company

📍 Location

🏢 Sector

Search



Ukraine Crisis Appeal

Donate Now

[<< Return to Job Search](#)


Customer Ambassador

Emerald Contact Centre

📍 Waterford, County Waterford, Ireland

€ €12.00 - €14.00 per hour

📅 Permanent | Full Time

🕒 24 Apr



Apply Now

Description

Company Details

Do you want your opinion to matter? Imagine yourself in one on one meetings with our clients and executives where your voice is heard and your feedback counts.

Emerald Contact Centre provide a boutique and customizable suite of services to ensure we approach every client, every project, and every day with heart and hustle. Join our diverse community of fun loving and hardworking people.

Essential Requirements

- 1-2 years' prior customer service experience
- Leaving Certificate (or equivalent)
- Strong verbal communications skills

Here's What it Takes to Succeed

- Self-motivated, upbeat, combined with a high energy level
- Knowing every call is an opportunity for both the customer and themselves
- Commitment to making our customers feel valued

Salary & Benefits

- €12 per hour **starting**
- Annual reviews & performance increases
- 3% pension scheme
- Life Cover
- EAP through VHI (employee assistance program)
- free onsite car parking,
- reward Incentives
- Bike to Work Scheme

Our hours are between Monday to Saturday ranging on a rotation from 1-9pm, 2-10pm, 3-11pm & 5pm to 1am

Your role

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

Our Commitment to you

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

Skills:

Customer Care Listening Problem Solving

Benefits:

Pension Free Car Parking Incentives EAP with VHI

Group Life Assurance Income Protection Bike to Work



**Full details of these vacancies can
be found on www.jobsireland.ie**

**An Roinn Coimirce Sóisialaí
Department of Social Protection**

CE Vacancies

[Community Employment Schemes]

CES – 2222520 – Youth Worker - Dungarvan

Duties to Include assisting with the homework club, assisting with other Youth Work activities, planning & delivering youth projects, working with other professionals in this field in an energetic and positive environment.

CES – 2222464 – Museum Assistant - Dungarvan

Duties: attending to visitors and members at reception, genealogy queries, events and talks, general administration duties, image and artefact archival, cleaning and organisation of museum and associated store rooms. 19.5 hours over 3 days 9.45 -5.

CES – 2221958 – Sports Club Groundsperson - Abbeyside

Duties to include: grass cutting, cleaning, caretaking, general maintenance work at Abbeyside GAA. Garda vetting required.

CES – 2221890 – Environmental Worker - Fews

Duties to include litter control, grass cutting and strimming, spraying, repair, maintenance and general upkeep of green areas of Fews Church/graveyard.

CES – 2221800 – Groundsperson - Colligan GAA Grounds

Duties will include field maintenance, cutting GAA fields, lining fields, re-sodding goal mouths, weed control, litter control, general maintenance and upkeep of playing pitches, clubhouse and surrounding areas of the GAA grounds.

CES – 2221798 – Groundsperson - Touraneena GAA Grounds

Duties will include field maintenance, cutting GAA fields, lining fields, re-sodding goal mouths, weed control, litter control, general maintenance and upkeep of playing pitches, clubhouse and surrounding areas of the GAA grounds.

CES – 2221796 – Cleaner / Groundsperson - Fraher Field

Duties to include field maintenance, cutting GAA fields, lining fields, resodding goal mouths, weed control, litter control, general maintenance and upkeep of playing pitches, clubhouse, stand and car park. Cleaning dressing rooms and toilets and stand - Fraher Field.

CES – 2221797 – Sportsground Worker - Fourmilewater / Nire

Duties to include field maintenance, cutting GAA fields, lining fields, re-sodding goal mouths, weed control, litter control, general maintenance and upkeep of playing pitches, clubhouse, stand and car park.

CES – 2220716 – Groundsperson - Abbeyside

Grass cutting, cleaning, caretaking, general maintenance work at Abbeyside Graveyard.

CES – 2221463 – Assistant for Citizens Information Centre - Dungarvan

To work as a receptionist and perform administrative duties at the C.I.S. offices in Dungarvan CIC Scanlon's Yard Car Park Co. Waterford. There may be an opportunity to provide information to the public in person and by phone. (Following appropriate training).

Timetable 9.30am-1.30pm Monday to Thursday and 9.30am-1.00pm - Friday.

Good command of the English language is required; - both verbal and written.

CES – 2220714 – Groundsperson - Ballinroad

Grass cutting, cleaning, caretaking, general maintenance work at Ballinroad Graveyard

CES – 2219830 – Graveyard Caretaker - Modeligo

Responsible for the caretaking and upkeep of Graveyard and Grounds.

Duties will involve, grass cutting, strimming, hedge cutting, sweeping of pathways, low level painting. Keeping control of weeds, spraying (training will be provided). No experience required. Accredited training will be provided to support career progression.

CES – 2219828 – Graveyard Caretaker - Kilbrien / Colligan / Kilgobinet / Dungarvan

Responsible for the caretaking and upkeep of Graveyards and Grounds.

Duties will involve, grass cutting, strimming, hedge cutting, sweeping of pathways, low level painting. Keeping control of weeds, spraying (training will be provided). No experience required. Accredited training will be provided to support career progression.

CES – 2219313 – Caretaker - Kill

Job is based in Gaa Grounds and consists of grass cutting, weed control, hedge control. field lining, Clubhouse duties, litter picking and keeping the field and Club House to a high standard to facilitate those using the grounds

CES – 2219317 – Caretaker - Portlaw

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

CES – 2204321 – Caretaker - Bunmahon

Job is based in Bunmahon and entails looking after GAA grounds. Grass cutting, field lining, Clubhouse and dressing room duties. Keeping grounds tidy which involved spraying, litter control etc

CES – 2219134 – Caretaker - Aglish

Working as a Caretaker in Aglish Hall & Geraldine's GAA Club, may have to work weekends

CES – 2218327 – Chamber Administration Assistant - Dungarvan

Chamber of Commerce - Administration, Customer Service, Surveys, Events, Social Media, Accounts.
This is an entry level position and you will receive training and coaching.

CES – 2218325 – Tourist Office Assistant - Dungarvan

Duties will include: customer services, administration, sales, creation of tourist material, working on various projects to promote the area, cleaning of tourist office.

CLIENTS OF THE LES - LOCAL EMPLOYMENT SERVICE IN DUNGARVAN / LISMORE

CAN PHONE

NIAMH KUHNE OR PAULA HENNESSY - LOCAL EMPLOYMENT SERVICE - TEL: 058 44077

Work Placement Experience Programme




Intreg **WPEP**
Work Placement Experience Programme

Unemployed?
Looking to gain new skills and work experience?
Could the Work Placement Experience Programme be for you?

You can:

- get quality work experience
- learn new skills and participate in formal training
- get an increase on your weekly payment



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

For more information
Visit: www.gov.ie/wpop
Email: wpop@welfare.ie
Telephone: 0818 111 112

Brought to you by the Department of Social Protection

Work Placement Experience Programme

From [Department of Social Protection](#)

Published on 12 July 2021

Last updated on 15 October 2021

- [1. What the Work Placement Experience Programme is](#)
- [2. How to qualify](#)
- [3. Rate of payment](#)
- [4. Apply](#)
- [5. Operational Guidelines](#)

For measures announced in Budget 2022, [please click here](#).

What the Work Placement Experience Programme is

The Work Placement Experience Programme (WPEP) is a 6-month, 30 hour per week voluntary work experience programme. The programme is for jobseekers that are currently getting a qualifying social welfare payment and who have been unemployed for six months (156 days) or more.

The weekly rate of payment is €306.

See the qualifying list in the [next section](#).

If you would like to re-train and gain experience in another type of employment, this programme can help you build new skills and gain work experience. You cannot take a placement where you already have built up experience in the role.

You can work part-time while you are on the programme, provided the part-time work does not impact your placement. The part-time work cannot be with the WPEP host.

COVID-19 Pandemic Unemployment Payment

If you are getting the COVID-19 Pandemic Unemployment Payment (PUP) and you would like training and work experience in a new work role, the WPEP may be an option for you.

Time spent on PUP may be counted as part of the 6 month (156 day) qualifying criteria for WPEP, but you must transfer to one of the [qualifying payments](#) before you can take up a WPEP placement.

How to qualify

To qualify for the Work Placement Experience Programme, you must be a jobseeker:

- aged between 18 and 65 years, and
- on a qualifying scheme for at least 6 months (156 days), and
- currently getting certain social welfare payments

The qualifying payments are:

- [Jobseeker's Allowance](#)
- [Jobseeker's Benefit](#)
- [Jobseeker's Transitional Payment](#)
- [One-Parent Family Payment](#)
- [Disability Allowance](#)
- [Blind Pension](#)
- [Farm Assist](#)
- [Jobseeker's Benefit for the Self-Employed](#)

Time spent on the schemes below may be counted as part of the 6 month (156 day) qualifying criteria. You must transfer to a Jobseekers' payment before you can take up the placement.

- [COVID-19 Pandemic Unemployment Payment](#)
- [Community Employment Programme](#)
- [Back to Education Allowance](#)
- [Youthreach](#)
- [Springboard](#)
- [Solas Training Programmes](#)
- [TÚS - Community Work Placement Initiative](#)
- [Rural Social Scheme](#)

Jobseekers who are currently getting the COVID-19 Pandemic Unemployment Payment must qualify and switch to a Jobseekers' payment before they start the programme.

The [WPEP Guidelines](#) provide information on participant eligibility or you can check with your [local Intreo Centre](#) Case Officer to see if you are entitled to take part in any scheme or placement.

LIST OF POPULAR JOB SEARCH SITES



<https://ie.jooble.org/jobs/Waterford>

<https://www.recruitireland.com/search/?County=Waterford>

<https://waterfordjobs.ie/>



<https://www.rezoomo.com/>

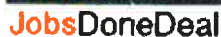
<https://www.glassdoor.ie/index.htm>



<https://www.jobalert.ie/jobs-by-county>



<https://www.irishjobs.ie/>



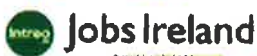
<https://www.jobsdonedeal.ie/>



<https://www.adverts.ie/jobs>



<https://ie.indeed.com/jobs-in-Waterford>



<https://www.jobsireland.ie/#/home>



<https://www.clsrecruitment.ie/>



<http://www.sherlockrecruitment.com/jobs/construction/>



<https://www.gumtree.ie/s-jobs/waterford/v1c813300023p1>



<http://wardpersonnel.com/>



<https://www.frsrecruitment.com/>



<https://www.jobs.ie/>



<https://www.monster.ie/>



<https://ie.jobtome.com/jobs?what=&where=waterford>



<http://www.wlr fm.com/jobs/>



<http://www.beat102103.com/jobs/>



<https://www.cpl.ie/Home>

THE IRISH NATIONAL ORGANISATION OF THE UNEMPLOYED



The Irish National Organisation of the Unemployed

2h · 🌐

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If you need help navigating the social welfare system call our Welfare Assistance Team at (01) 8560088. They will be able to talk you through the ins and outs of the system. You can also leave a message on our website and have someone get back to you at a later stage. <https://www.inou.ie/about/contact-us/>



INO

Welfare Rights & Back to Work
Supports Information Helpline

(01) 8560088

Free - Confidential - Impartial Information Services

[Advertised on facebook](#)



FURTHER EDUCATION & TRAINING COURSE HUB

Fetchcourses.ie was developed by SOLAS, the Further Education & Training Authority, in partnership with Education and Training Boards Ireland (ETBI) and other Further Education and Training providers.

**ANYONE WHO HAS LOST THEIR JOB DUE TO
COVID-19 CAN NOW ACCESS
FREE TRAINING ON-LINE.**

TO VIEW ALL COURSES AVAILABLE PLEASE LOG ONTO:

WWW.FETCHCOURSES.IE

SELECT LOCATION AS ONLINE

Examples of courses to choose from include :

ECDL, Photoshop, Excel, Word, Advanced Word, Advanced Excel,
Graphic Design & Illustration using Adobe, Powerpoint, CompTIA A+,
Python Programming and many more.

ON-LINE AND TELEPHONE TUTOR SUPPORT AVAILABLE FOR DURATION OF TRAINING

FOR MORE INFORMATION PLEASE CONTACT:

e-COLLEGE LEARNING - Contact - Fiona Lester - 1800 855 831

CLIENTS OF THE DUNGARVAN/LISMORE LOCAL EMPLOYMENT SERVICE

PLEASE CONTACT YOUR CASE OFFICER - NIAMH KUHNE - 058 44077

EMERGENCY MEDICAL TECHNICIAN TRAINING COURSE THROUGH TIPPERARY EDUCATION & TRAINING BOARD



Tipperary Education and Training Board

4d · 🌐

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Emergency Medical Technician - Fully Funded Course with Tipperary ETB.

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Apply today 📄 <https://bit.ly/39826ey>

Course content includes:

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9. Professional Development
10. Clinical Procedures
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Email Lorraine on courses@tipperaryetb.ie for more info.

Emergency
Medical
Technician
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Full time | 10 weeks | June

Enquiries to:
courses@tipperaryetb.ie

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BUS DRIVING TRAINEESHIP COURSES IN DUNGARVAN THROUGH WATERFORD WEXFORD EDUCATION & TRAINING BOARD



Waterford Wexford Adult Educational Guidance Service

1h 40m

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SKILLS TO COMPETE - BUS DRIVING TRAINEESHIP (TRAINEESHIP) 🇪🇺🇪🇺

Start Date 05/09/2022

End Date 21/04/2023

Duration 33 Weeks

Location Dungarvan

This course provides trainees with the skills and related knowledge in the rules of the road, driving a LPSV, customer service, documentation, first aid, manual handling and fire safety, digital tachograph and technical standards and to develop their attitudes, personal effectiveness, and job seeking skills which will enable them to obtain employment driving LPSV's.

To apply online click on link below 📌📌📌

<https://www.fetchcourses.ie/course/finder...>

BUS DRIVING (TRAINEESHIP)



wwetb
Waterford Wexford Education & Training Board
Waterford Wexford Education & Training Board
Waterford Wexford Education & Training Board

Starting in Dungarvan on 5th of September 2022

This is a fulltime course running for 33 weeks



For more information contact recruit@wwetb.ie
or to apply online go to www.fetchcourses.ie
code: 342563

1 of 1

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CUSTOMER SERVICE TRAINING COURSE - DUNGARVAN THROUGH WATERFORD WEXFORD EDUCATION & TRAINING BOARD



Waterford Wexford Adult Educational Guidance Service ...

4h · 🌐

SKILLS TO COMPETE CUSTOMER SERVICE QQI L5 (EVENING)

Start Date: 20/09/2022

End Date: 12/11/2022

Duration: 8 Weeks

Location: Dungarvan

(times and dates subject to changes)

On completion of the training programme learners will be able to provide effective customer service within a range of environments.

Contact:

051 301564/ 051 301593

email: catherineprendergast@wwetb.ie

course code: 337297

QQI LEVEL 5 Customer Service



Dungarvan

Tuesday 20th of September for 8 weeks
(evening class)



For more information contact catherineprendergast@wwetb.ie or
to apply online go to www.fetchcourses.ie
Course Code: 337297

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**VTOS TRAINING COURSES IN DUNGARVAN
THROUGH WATERFORD WEXFORD EDUCATION & TRAINING BOARD**



Waterford Wexford Adult Educational Guidance Service ...

19h · 🌐

Dungarvan VTOS is now taking enrollment for the course starting in September.

340197 - OFFICE SKILLS - LEVEL 4 GENERAL LEARNING

340281 - ART GENERAL LEARNING LEVEL 4 (NO FEES)

This is a full time course Monday - Friday...

VTOS Dungarvan

340197 - OFFICE SKILLS - LEVEL 4

340281 - ART GENERAL LEARNING LEVEL 4

Taking enrollments for September 2022



wwetb
Waterford Wexford Education & Training Board
www.wwetb.ie



For more information contact alleenoconnor@wwetb.ie
or to apply online go to www.fetchcourses.ie
telephone: 058 45757

[Advertised on facebook](#)

UPCOMING TRAINING IN DUNGARVAN

THROUGH WATERFORD TRAINING CENTRE



REF	COURSE TITLE	PROVIDER	LOCATION	STARTS
Q45	CV and Interview Preparation	Waterford Training Centre	Dungarvan	17/05/2022
09429	First Aid Responder PHECC	Waterford Training Centre	Dungarvan	07/06/2022
07145	RTITB Forklift Truck Operator	Waterford Training Centre	Dungarvan	13/06/2022
Q97	Safe Pass	Waterford Training Centre	Dungarvan	14/06/2022
09807	Professional HGV Training Programme (Traineeship)	Waterford Training Centre	Dungarvan	05/09/2022
11712	Bus Driving Training Programme (Traineeship)	Waterford Training Centre	Dungarvan	05/09/2022
09892	Customer Service	Waterford Training Centre	Dungarvan	20/09/2022

PLEASE NOTE THE ABOVE COURSE START DATES ARE SUBJECT TO CHANGE

**ALL OF THE ABOVE COURSES ARE ORGANISED AND DELIVERED BY THE WWETB
THE LOCAL EMPLOYMENT SERVICE CAN ADD YOUR NAME TO THE "WAITING LIST"
FOR YOUR COURSE OF PREFERENCE**

**TO VIEW ALL TRAINING OPPORTUNITIES AND COURSE PROFILES PLEASE LOG ONTO
WWW.FETCHCOURSES.IE**

**IF YOU WANT YOUR NAME TO BE ADDED TO THE WAITING LIST FOR ANY OF THE ABOVE
COURSES PLEASE CONTACT YOUR CASE OFFICER**

**CLIENTS OF THE LES - LOCAL EMPLOYMENT SERVICE IN DUNGARVAN / LISMORE
CAN PHONE
NIAMH KUHNE OR PAULA HENNESSY - LOCAL EMPLOYMENT SERVICE - TEL: 058 44077**



An Roinn Coimirce Sóisialaí
Department of Social Protection

