### THIS WEEKS JOB VACANCIES

### 3<sup>rd</sup> August 2022

# THIS JOB VACANCY PACK CAN ALSO BE VIEWED ONLINE @ WWW.WLP.IE

<u>UNDER</u> Jobseeker & Employer Tab

<u>Hit</u> Local Job Adverts

For daily Job Vacancy Updates

\*Follow us on Facebook - County Waterford LES\*

#### **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













# NETWORK MANAGER COUNTY TIPPERARY SKILLNET

County Tipperary Chamber is recruiting a Network Manager to lead their enterprise led training network that actively supports and works with businesses in the Tipperary region to address their training and skills development needs.

Do you have what it takes?

- An ability to identify and build key relationships with businesses & stakeholders.
- Experience of sourcing and developing learning programmes and managing provider relationships.
- Strong financial acumen with experience of budgets and account management.
- Excellent oral, written and presentation skills
- Higher, Third level or Industry qualification preferably in Business Administration, Finance.
- At least 3 years suitable industry experience.

Application Process

Applicants should apply for the above position by sending a EV and Cover Letter to Michelle Aylward: michelle aylward@countyfipperaryclian ber com A full job description is available on request

> This campaign will be open until COB 30th Aug 2022, late applications will not be considered.

# SAFE PASS COURSE

TO BE HELD
IN CLONMEL ON
THURSDAY 11TH AUGUST

TO BOOK TELEPHONE 052 6123111 OR 086 8121590

E: peter@semiton.com



### CAREDOC SOUTH TIPPERARY COMMUNITY INTERVENTION TEAM (CIT)

Opportunity for Registered General Nurses

Maternity Locum position, 7 shifts per fortnight inclusive of weekends.

Are you interested in joining a progressive and dynamic community nursing team in the South Tipperary area? Full orientation and mentorship provided.

#### Applicants must possess.

- Recent acute nursing experience
- Proven competencies to work as part of a multidisciplinary team
- Excellent communication skills
- A full clean manual drivers' licence (CIT Vehicle provided)
- Significant personal and professional development

#### Of benefit:

- · Competent in cannulation, administration of IV therapies
- · CVAD care and Phlebotomy
- A broad base of clinical learning and experience in any of the following areas of nursing: Community, Intensive Care, Care of the Elderly, Palliative, ED, Oncology

To apply please submit your Curriculum Vitae by email to HR@caredoc.ie. Informal enquiries to the Nursing Management Team on 059 9138199 during office hours, closing date for applications 14th August 2022



PRESENTATION
PRIMARY SCHOOL
CLONMEL

PART-TIME
CLEANER REQUIRED

15 hours per week 3 hours per day Monday to Friday (3pm to 6pm)

Apply with C.V. to Chairperson B.O.M. Presentation Primary School Clonmel, Co. Tipperary

Closing date for applications 17th August, 2022

#### Waterford & South Tipperary Community Youth Service

WSTCYS is a community-based youth organisation which places active youth participation, volunteerism and community development at the heart of our ethos

Applications are invited for the following posts:
Assistant Co-ordinator

Making Connections South Tipperary (28 hours)

Based in the Wilderness Youth & Community Centre, Wilderness Grove, Clonmel, Co Tipperary, Making Connections South Tipperary is an adult training programme, which aims to provide a stepping stone to mainstream education and /or employment, to adults, who are experiencing substance misuse, homelessness and associated mental health issues. Making Connections South Tipperary is funded by Tipperary ETB and managed by Waterford and South Tipperary Community Youth Service.

Successful applicants for the post should have the skills and experience requisite for working with the above client group in a community-based setting; recruiting and supporting trainees and liaising with relevant statutory organisations and locally based community groups. The successful candidate must be competent in the delivery of training programmes to a QQI Level 3 Major Award in Employability Skills and be computer literate. Candidates should have a recognised 3rd level qualification in the field of Adult Learning and Development, Training and Development, or related discipline.

#### Key responsibilities include:

The recruitment of learners to the LTI.

The design, delivery and evaluation of modules for the LTI.

Organise accreditation of the LTI modules where appropriate. Associated administration & reporting on the work of the programme.

To work within an integrated services model.

Ideal candidates for the post should demonstrate flexibility, motivation and initiative, have excellent interpersonal, organisational, communication and facilitation skills and have an understanding of the needs of the learners engaged in the programme. They must have at least 1 year's (ideally 2 years') professional experience of working in training related field with experience of delivering training in areas such as, Literacy, I.T., Work Skills, Cooking, Crafts, etc.

To apply please visit www.wstcys.ie for information on recruitment and request a Job Description and Application Form to jobs@wstcys.ie

Closing date for Applications is **Friday 12th August 2022**. Short-listing will apply and a panel may be formed for future vacancies.

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

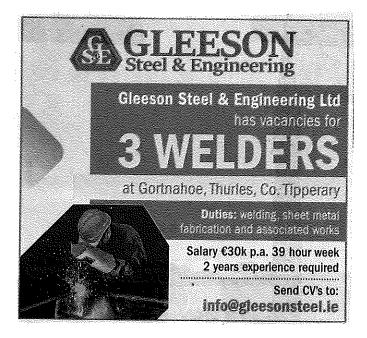




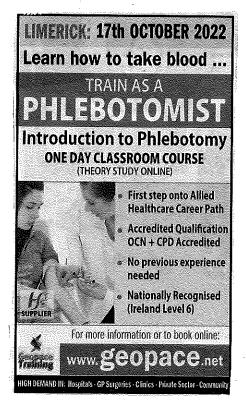








The Nationalist 4/8/22







We are looking for an ecommerce & digital marketing specialist

to join our dynamic, creative and innovative team. The successful candidate will responsible for the managing the day to day running of our eCommerce platform to drive traffic, conversion and sales.

- Principal duties will include:

   Set up and merchandising and SEO of our online
- product offering
  Linising with various internal departments and
  external suppliers to plan product selection and
- external suppliers to plant product selection and category development.
  Implementing UX platform improvements
  Delivering excellent customer service, including addressing B2C and B2B customer queries
  Liaison with fulfilment team



The post holder will also have the The post holder will also have the opportunity to use their expertise and experience to support the digital marketing of ardkeen.com, assisting with the creation and delivery of high-quality content across our online platforms and advancing our digital marketing strategy through analysis of platform data [Google, website and social]

#### Benefits Include:

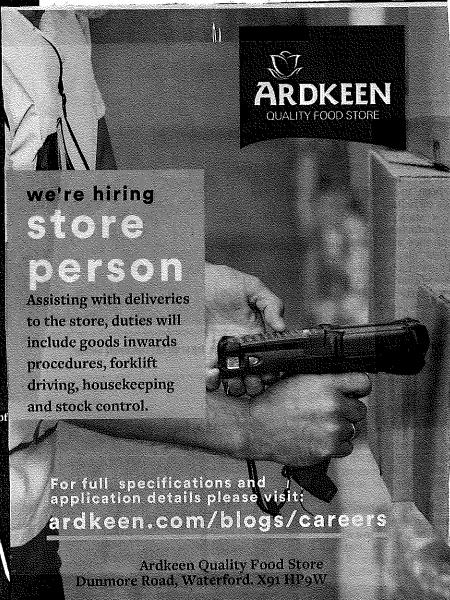
- Employee discount voucher scheme
- Pension with employer contribution after
- a qualifying period Career development potential
- Employee wellbeing support programme

The Grant Edward



For full specifications and application details please visit

ardkeen.com/blogs/careers



Ardkeen Quality Food Store Dunmore Road, Waterford, X91 HP9W

# Piltown Coaches

Have the following full and part time positions available for coach drivers to join our expanding team.

Full D or D1 licence and all relevant CPC 's up to date are required.



Contact Brian on 087 4139208 for further details or email CV to: info@piltowncoaches.com







#### KILKENNY YOUTHREACH

Resource Worker – Construction Studies (Leaving Cert Construction Studies, LCA modules)

Ref No.: 2022JUL099

Fixed Term Contract – 17.5 hours per week approx.

Our programme requires a Resource Worker to provide direct class contact and resource duties in the delivery of the programme.

A high degree of motivation and commitment to a student-centred model of learning is essential.

Kilkenny Youthreach is a Droichead approved centre.

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

Closing Date: Friday, 12 August 2022 (12 noon).

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

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

Kilkenny and Carlow ETB is an equal opportunities employer.

existion colleged by the Government of beland and the European Union.







European Union Investing in your future



are currently seeking a

### Motivated and Enthusiastic Individual

to join our Team.

The position is for a

FULL-TIME

### Sales Assistant

For the Trade Counter

Experience in retail preferred but not essential.

Knowledge in Hardware, Plumbing and Trade sections preferred but not essential.

AND

### **Trainee Assistant**

For the Trade Counter

Reply with CV to: info@connollystopline.ie



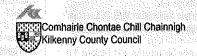
The Board of Management of Kilkenny College invites applications for a **permanent** 

### SCHOOL SECRETARY/ CLERICAL OFFICER

To apply for this position, please email:

- A Letter of Application, with an up-to-date CV and references to:
- The Secretary, Board of Management, Kilkenny College
- By email only to appoint@kilkennycollege.ie
- ♦ NB: Please state clearly on your email which position you are applying for.
- A detailed job description is available on request from appoint@kilkennycollege.ie
- Shortlisting may apply and only shortlisted candidates will be contacted
- Canvassing will disqualify.

Closing date for receipt of applications is 1200hrs on Friday, 12th August 2022.



Applications are invited from qualified persons for the following post:

#### [OPEN COMPETITION]

Competition Reference Number: 2022/P/O/A/29

Salary Scale: The current salary scale for the position is from €51,549 to €71,656 inclusive of LSI's.

In accordance with **Circular ELO2/2011** persons who are not serving Local Authority employees must be placed on the minimum of the scale.

A Panel will be formed from which Permanent/Specific Purpose/ Temporary & Fixed Term vacancies may be filled.

The closing date for receipt of completed applications is:

Friday 19th August at 5.00pm

The **Application Form** together with the **Recruitment Guidance Booklet** can be obtained from the following link: <a href="https://submit.link/132">https://submit.link/132</a>

Kilkenny County Council reserves the right to shortlist candidates having regard to the requirements for the post, as well as any information contained in the Application Form.

KILKENNY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER



### **SALES PERSONS**

We are currently seeking to recruit:

- A) Senior Sales Person (experience essential)
- B) Junior Sales Person (full training provided)

For our Curtain & Blinds Showroom at Market Yard, Kilkenny

Please send your CV & Cover Letter to: mmfielding@gmail.com

Kilkenny People 5/8/22



Camphill Communities of Ireland
Kyle & Jerpoint Communities

# Recruitment Open Day

12th August 2022

Springhill Court Kilkenny from 9am -4pm

We are currently recruiting for a number of positions in the Kilkenny Area

Social Care Workers
Social Care Assistants
Relief Staff

For full information and application form contact
Deirdre.hibbits.kyle@camphill.ie or rosemary.whelan.jerpoint@camphill.ie

### **Medical Receptionist**

Suirside Medical Centre, Clonmel, County Tipperary €16 an hour - Part-time

### **Full Job Description**

Medical receptionist and practice administrator required for busy dynamic medical practice. Must be proficient in billing and invoicing.

Job Type: Part-time

Part-time hours: 28 per week

Salary: €16.00 per hour

Ability to commute/relocate:

• Clonmel, Clonmel, CO. Tipperary E91H0X2: reliably commute or plan to relocate before starting work (required)

Application deadline: 25/08/2022

### **Bar Supervisor/Manager**

kovac hospitality ltd, Carrick-on-Suir, County Tipperary
Full-time

### **Full Job Description**

We are searching for a committed, proactive Bar Manager who would enjoy working in an exciting, fast-paced environment. The bar manager will promote and grow the business, hire and train staff, and ensure that patrons are receiving excellent drinks, and service. You will also manage inventory and resources, plan promotional events, ensure that quality and safety controls are followed, maintain current licenses and update vendor contracts, create schedules, and set business objectives to increase profits and maximize customer satisfaction.

#### Main Duties:

Managing the business aspects of the bar, such as keeping a current liquor license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals. Hiring and training staff to provide excellent service to patrons. Setting and enforcing quality and safety controls. Ensuring licenses are updated and in line with current legislation. Working with diverse personalities both on the staff and patrons. Planning and taking part in promotional events. Diffusing tense situations between patrons or staff members to prevent possible safety or legal issues, ejecting unruly persons, if needed. Maintaining a fun, safe atmosphere.

#### Requirements:

Minimum of 1 years experience as a Bar ManagerExperience with a property with live entertainment schedule would be an advantageExcellent knowledge of the Food & Beverage industry and the new initiatives/innovations taking place within the industryStrong people management & communication skillsMust be able to work as part of a team and on own initiative

Schedule: 10 hour shift / 8 hour shift

Ability to commute/relocate:

 Carrick-on-Suir, County Tipperary: reliably commute or plan to relocate before starting work (required)

Experience: Food and Beverage management: 1 year (preferred)



### **Part Time Retail Consultant**

<u>Eir</u>, Clonmel, County Tipperary €10.63 - €15.00 an hour - Part-time

### **Full Job Description**

About this Role

You will act as company representative for Eir. At eir, we are proud to be part of the very fabric of Ireland, going right back to the foundation of the state. At eir, we can connect you to cutting edge careers, inspirational people, plenty of commitment and ambition, and a fantastic future. Our aim is to be the provider of choice for communications services in Ireland, which means we focus on looking after our people, so they can do the same for our customers.

Why this Role?

We are looking for individuals with at least two years experience who are customer focused and enjoy working as part of a team. A focus on sales and clear concise communication is essential to be successful in this role. Our aim is to provide our customers with the best experience possible.

Flexible - will be available for evenings and weekend trading.

What is expected from the Role?

#### Key Responsibilities

- Understand our customers needs and provide them with a relevant mobile solution
- · Meet individual/team targets and objectives
- Resolve any issues/queries raised by customers in a polite and professional manner
- Assist store manager in duties
- Administrative duties stock control, cash management, data entry.
- To be aware and implement current and new policies and procedures.
- To keep updated on eirs mobile/broadband packages vs. our competitors

Requirements for a Successful Application:

#### Knowledge, Skills & Abilities

- · Candidates must be able to confidently engage our customers
- Candidates must be able to communicate simply and clearly in a manner that invokes trust
- · Candidates must have an interest in mobile phones

#### Qualifications

• 0- 2 years retail or sales experience is desirable, although relevant life experience will also be considered.

#### Others:

#### Job benefits:

- 22 days annual leave
- Excellent paid leave benefits
- Wellness programme
- Taxsaver ticket
- Bike to work scheme
- Employee assistance programme
- Free yearly flu vaccination
- Pension scheme
- Employee Mobile/Broadband scheme
- Discount for Laya healthcare

#### Salary & Remuneration

- €10.63-€15.00 per hour, inc. sales commission per hour
- Earn on average of an extra €540 every month by hitting store targets and KPI's
- €500 refer a friend bonus

### Stonemason

SEPAM, Clonmel, County Tipperary €32,000 a year - Full-time Apply now

### **Full Job Description**

SEPAM are now recruiting for a talented stonemason to join our construction team in Tipperary.

#### Responsibilities:

- · Read and interpret drawings;
- Collaborate with construction crews;
- Assist supervisors with design, planning and layout;
- Determine the materials and equipment needed for each project;
- Cut or shape stones, and fix stones to desired dimensions;
- Mix mortar or cement;
- Laying stones according to construction plans or project specifications;
- Replace defective or missing stones on walls and structures;
- · Smooth and polish stones and concrete;
- Dig trenches
- Ensure compliance with local building codes, and health and safety regulations.

#### Requirement:

- At least 10 years of experience as a Stonemason
- · Ability to read and interpret construction drawings
- Ability to visualize and implement aesthetic patterns into a construction design
- Familiarity with stone cutting, shaping, and binding tools

Benefits: On-site parking

#### Schedule:

- 8 hour shift
- Monday to Friday

#### Experience:

Stonemason: 10 years (preferred)

Reference ID: SEP-21-STM-020 Expected start date: 01/11/2022

### Carpenter

SEPAM, Clonmel, County Tipperary €32,000 a year - Full-time

### **Full Job Description**

SEPAM are now looking for a skilled carpenter to join our construction team in Tipperary.

#### Responsibilities:

- · Read and interpret drawings;
- Collaborate with construction crews;
- Assist supervisors with structural design, planning and layout;
- · Determine the materials and equipment needed for each project;
- Assess the quality of woodwork and materials;
- Measure and cut materials according to a client and project requirements;
- Install of doors, windows, drywall, cabinets, stairs, and other fixtures;
- Finish and maintain various wooden structures, fixtures, and buildings;
- Conduct repair work as required
- Ensure compliance with local building codes, and health and safety regulations.

#### Requirement:

- At least 2 years of experience as a Carpenter
- Ability to read and interpret construction drawings
- Ability to assess the quality of woodwork and materials
- Knowledge of various carpentry techniques
- Ability to operate carpentry tools, machines, and other equipment

#### Benefits:

On-site parking

#### Schedule:

- 8 hour shift
- · Monday to Friday

#### Experience:

· Carpentry: 2 years (preferred)

Reference ID: SEP-22-CAP-021 Expected start date: 01/11/2022

### **General Operations Administrator**

Clonmel, County Tipperary
Full-time

### **Full Job Description**

We are now recruiting for **General Operations Administrator** to join our team of professionals in South Tipperary.

#### Responsibilities:

- General administrative duties to support the day to day running of the business
- · Provide administrative support in all areas
- Manage, track and report on various admin functions
- Research and assistance with new projects as directed by management
- Assist in maintaining administrative files
- Assist in other functions within Operations on a project basis when requested
- Complete office activities and operations to secure efficiency and compliance to company policies.

#### Requirement:

- Previous knowledge of and experience in the construction industry is an advantage
- Good at problem solving and be solution orientated
- Work with senior management across all departments
- Outstanding interpersonal and customer service skills
- Strong communication skills both verbal and written
- Ability to prioritize work by managing multiple projects simultaneous
- Ability to work in a fast paced, team-oriented environment
- The right candidate for the role will be both proactive and reactive.

To apply please submit an up-to-date copy of your CV.

### Retail

Currys, Waterford, County Waterford

### **Full Job Description**

#### DESCRIPTION

**Sales Colleague**, Waterford, Currys, Waterford (L02901), Permanent, Full Time and Part Time 8-39 hours per week, with flexibility to work additional hours €12.54 per hour

Our passion at Currys is helping everyone enjoy the latest tech. We're proud of the service levels we provide for our customers – online, in-store or in their homes. And it's all down to our people, 30,000+ capable and committed colleagues, learning together, growing together, making us amazing and celebrating the wins.

Our Retail Sales Colleagues have the skills and ideas to sell, serve and support our customers and make amazing happen. Connecting them with the right tech both in store and virtually, via ShopLive. You don't need an in-depth knowledge of tech to join the team, as there will be plenty of coaching to get you up to speed. From supplier training and demos ahead of launches to testing the latest products, we'll give you the confidence to ensure your recommendations are top notch.

As part of this role, you'll be responsible for:

- Asking the right questions to match customers with products
- Making every customer interaction memorable
- Offering support services like delivery and installation, recycling and ways to pay
- Contributing towards the overall sales performance of the store
- Working across different departments and product ranges
- Supporting with the running of the store by completing operational tasks

Tech lovers don't look a certain way, nor do they have a set DNA, they do possess the same level of enthusiasm though. Connecting customers and products and guiding the decisions that get them there delivers great reward.

#### You will need to be:

- · Approachable and friendly
- Keen to learn about the latest technology
- Comfortable achieving personal sales, service, and customer experience targets

 A strong team player, confident working across all parts of the store and winning as a team

We know our people are the magic ingredient in our success. That's why we reward you with benefits that go deeper than just the day-to-day. Benefits that work for you, your lifestyle and your career. They include:

- Monthly performance-related bonus
- Product discounts on the latest tech
- A range of wellbeing initiatives
- Permanent colleagues also join our pension scheme

Beyond that, we'll be with you every step of the way, enabling you to get the most out of your role, grow your skills your way, and see your career develop in the way you want. Plus, we'll help you develop skills for life, so you can take charge of your future and ours. Be part of our talented retail team and unbox your passion at the UK's best-known retailer in tech.

### **Shipping Operative**

Carten Controls Ltd, Waterford, County Waterford Full-time, Permanent

### **Full Job Description**

#### The Role:

The Shipping Operative will work in a team contributing to the sales, logistics, procurement and inventory functions on a daily basis. The position will include a broad and dynamic range of duties including working with internal and external company stakeholders, the preparation of shipments and shipping procedures to various global markets, coordinating with internal Sales, Supply Chain and Operation functions.

#### **Essential Duties:**

- Organize the packaging of daily shipments.
- Coordinate freight and logistics companies to fit with collection schedules.
- Prepare complete documentation and paperwork for global shipments.
- Coordinate freight and logistics companies to fit with collection schedules.
- Comply with standard operating procedures and work systems.
- · Operate and control min/max levels of our Finish Stock Inventory.
- Securely and accurately manage finished stock stores for products.
- Liaise with production, sales, quality and senior management regarding shipping operations and performance.
- Advise Supply Chain when materials are running low in the Shipping department and raise requisitions for same i.e. packaging materials, boxing, equipment, etc.
- Coordination and scheduling of freight and logistic activities, including checking and approval of associated documentation and invoicing for each shipment.
- Coordination with Revenue department for Tariff Classification on import and export shipments.
- Operate courier company systems in accordance to work procedures e.g. UPS, TNT, etc.
- · Coordinate with local agencies for preparation of export documents.
- Effective communications with internal service departments.

#### **Role Requirements**

- Excellent communication skills written and oral.
- · Positive attitude.
- Flexible and adaptable.
- Knowledge of functions within a Shipping department.
- Excellent attention to detail and quality of work.
- Fluency in English.
- Proficient in using MS Excel, Word and Access.
- Competent in using e-mail and software programmes.
- Full clean driving license.
- Working knowledge within a manufacturing environment.

• Assertiveness and the ability to take control and deliver on the tasks and objectives set out.

Job Types: Full-time, Permanent

#### Schedule:

- 8 hour shift
- Monday to Friday

#### Ability to commute/relocate:

• Waterford, CO. Waterford: reliably commute or plan to relocate before starting work (preferred)

Reference ID: 500308

### Receptionist

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

### **Full Job Description**

Position: Receptionist (Part -Time Permanent)

Location: Viking Hotel Waterford

Hours of Work - 3 days per week available for mid week and weekend shifts

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

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

#### **Our Hotel**

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

#### Your New Role

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

#### Responsibilities will include:

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

• Effective communication with other employees to ensure the day to day business runs smoothly

#### The ideal candidate for this position:

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

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

#### Why Work with Us?

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

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

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

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

#### To Apply

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

### **Clerical Officer**

Morgan McKinley Health, Waterford, County Waterford €12.99 an hour - Fixed term

### **Full Job Description**

#### Job description

Morgan McKinley Health is currently recruiting for a Clerical Officer role in a busy healthcare setting. This is a great opportunity to grow your experience working in Healthcare. These roles are across a variety of areas and contract lengths vary in durations.

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

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

#### Desired Skills & Attributes:

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

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

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

#### Additional pay:

Overtime pay

#### Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Overtime
- Weekend availability

### **Housekeeping Assistant**

The Granville Hotel Waterford €10.50 an hour - Part-time

### **Full Job Description**

Located at the heart of Waterford city, the family owned 4\* Granville Hotel is looking to hire Accommodation Assistants for their Accommodation Department who will ensure that all guest rooms are maintained to the 4 star standard.

#### Key Duties and Responsibilities:

- Preparing themselves for each shift by ensuring that they are aware of all information available and taking part in department meetings and training.
- Ensuring Service Standards set by the Executive Housekeeper are being delivered consistently.
- Handle any guests' problems or complaints in an understanding and hospitable manner.
- Meet and greet the guest with a smile ensuring that assistance is being offered at all times.

#### We are looking for a person with:

- Good communication skills, good level of English
- Good time management and organizational skills
- Exceptional Customer and Personal Service Standards

#### Benefits offered:

- 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
- Online training program
- Uniform provided
- Employee assistance program
- Staff awards

This a part-time position (28-35 hours per week).

The Granville Hotel is an equal opportunities employer.

#### Benefits:

- Company events
- Employee discount
- · Food allowance

Schedule: Weekend availability

### **Assembly Operator**

Abbott, Clonmel, County Tipperary €12 - €16 an hour - Full-time, Permanent

### **Full Job Description**

#### Job description

Abbott's vascular business in Clonmel manufactures a broad range of vascular devices, including stent delivery systems.

We currently have a **permanent full-time** position for Assemblers on our **2 Cycle shift (Mo-Fri)** and this position will include the following:

#### Please apply through link below:

 https://abbott.wd5.myworkdayjobs.com/abbottcareers/job/Ireland---Clonmel/Assembler--Permanent-Contract--2-Cycle-shift\_31016810

#### Purpose of the job

Performs a wide variety of electronic, mechanical, or electro-mechanical assembly operations on assemblies or sub-assemblies. Sets up and operates automatic or semi-automatic machines. May perform other tasks including, but not limited to; placing labels on packages, and putting data sheets with product.

#### **Major Responsibilities**

Responsible for compliance with applicable corporate and divisional policies and procedures.

- · Assembles, repairs, inspects and/or tests products following written instructions. Ability to read and comprehend basic instructions and other work-related documents, written in English.
- · Sets up and operates a variety of manufacturing machines or equipment following written instructions in the English language.
- · Cleans tools and equipment per documented procedures.
- · Records information on approved documents.
- · Disposes hazardous waste material on corresponding hazardous waste areas.
- · Resolves problems and make routine recommendations.
- · Trains other employees when necessary.
- · Maintains all position certifications up to date as required to remain in compliance.

- · Completes daily work to meet established schedule with guidance from supervisor on prioritization of tasks.
- $\cdot$  Maintains confidentiality in handling sensitive information or documents.

#### **Education & Competencies**

- · Education/ Experience: Leaving Certificate with a minimum of grade D in five ordinary level subjects including Maths and English or a pass rating in an Aptitude Test selected by Abbott Vascular. Relevant work experience advantageous but not essential or an equivalent combination of education and work experience.
- · Technical/Business Knowledge (Job Skills); Applies limited knowledge of business concepts, procedures and practices and a basic understanding of department fundamentals. Will perform this job in a quality system environment. Failure to adequately perform tasks can result in noncompliance with governmental regulations.
- · Cognitive Skills: Performs routine tasks working from detailed written or verbal instructions. Assignments require limited judgement in troubleshooting proven processes.

Job Types: Full-time, Permanent

Salary: €12.00-€16.00 per hour

Additional pay:

Overtime pay

#### Schedule:

Monday to Friday

### **Clean Room Operative**

Carten Controls Ltd, Waterford, County Waterford Full-time, Permanent

### **Full Job Description**

#### Summary

The position of Cleanroom Operative will include a broad range of tasks and activities, drive improvements in manufacturing process, Continuous Improvement, New Product Introduction, Lean and compliance with industry and market regulatory standards for the company.

#### **Duties & Responsibilities**

- Operate within and help develop the existing manufacturing processes including processes, WI's and SOP's, to a high standard.
- Operate within a certified ISO14001 quality system. This includes ensuring that all
  product is operational and fit for purpose, focus on continual improvement and
  compliance to market standards.
- Comply with risk assessments in workflows and procedures to ensure effective and repetitive outputs are achieved in manufacturing.
- Ensure manufacturing processes are completed with sufficient quality workmanship.
- Participate in internal audits to identify process gaps and improvements.
- Manufacture various parts / components within environmentally controlled manufacturing and production areas.
- Comply with site quality systems.
- Participate in Problem Solving, Failure & Root Cause Analysis, Risk Assessment & FMEAs, activities within the Carten team.
- Comply with Inspection and Process Control procedures to improve operational efficiency.
- Work within the production team to continuously improve its achievement of quality and business goals.
- Comply with manufacturing Processes, Procedures, Practices & Techniques from the extended production and technical team to enhance knowledge and quality focus in the company.
- Implement and sustain "Lean" tools and methodologies throughout the business.
- Involved with implementing various continuous improvement projects for the company within Manufacturing operations.

#### **Role Requirements**

- Excellent communication skills written and oral.
- Excellent analytical, problem solving, and interpersonal skills are required with an ability to effectively communicate improvement projects to management and customers.
- Experience in engineering/manufacturing regulated environment is preferable.

Schedule:Monday to Friday

Reference ID: CO0308

# \* Advertised on Jobs.ie\*

FIND A JOB FIND A COURSE JOB TALK ADVERTISE A JOB

Q Job title, Skill or Company

↓ Location

図 Sector

Search



#### **Ukraine Crisis Appeal**

Donate Now

;

Return to Job Search

Infras: Customer Service Agent

Infosys

- Clonmel, County Tipperary, Ireland
- € €10.50 €11.22 per hour
- (iii) Permanent
- ④ Today

 $\Diamond$ 

Apply Now

#### Description

#### Company Details

#### Job description

We were recently presented as this years winner of the Large Business of the year 2021 award for commercial success, vision and strong leadership presented by the County Tipperary Chamber.

At Infosys, we aim to create an inclusive workplace and leverage the power of diversity for a sustainable competitive advantage, enabling employees to participate, develop and contribute freely and equitably. We are committed to providing a work environment free of discrimination and harassment. We do not discriminate or allow harassment on the basis of race, color, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age, genetic information, military status or any other legally protected status.

#### The role:

Based in our offices in Clonmel, you as a customer agent will be working for Infosys on behalf of our partners as frontline staff supporting our clients by delivering a high level customer experience. In order to deliver the highest level of customer experience such skills as active listening, selective questioning, problem solving and showing empathy are required. All of these skills can be acquired during a pre live training environment which is fully paid and lasts up to 12 weeks.

#### There are many benefits to working at infosys:

- · 30 days holiday (includes 10 statutory days entitlement)
- · Permanent contracts
- · High energy and dynamic work environment
- · Culture for promoting from within
- · Learning and development platforms
- · Global company with opportunities across many countries
- · Opportunities to be involved and give back to the community
- Easily accessible site for all modes of transport
- · Healthy eating scheme
- · On site canteen
- · Special staff offers reduced rates with local stores and amenities
- · Free employee assistance programme
- PRSA pension scheme
- · Eligibility to take part in client bonus schemes on some campaigns

#### The part you will play within the infosys team:

- · You will be front line support for our clients
- · Use the systems and tools available to effectively handle clients queries
- · Strive to achieve and maintain service level statistics
- · Maintain a high level of first call resolution and quality assurance.
- · Contribute to overall team performance within your specialised department

#### Personal success profile:

- · Passion for providing exceptional service to clients
- · IT literate

- · Confident telephone manner with strong communications skills
- Fluency in English is a pre requisite for this role
- · Self- motivated, positive outlook
- · Ability to handle confidential information
- · Team Player
- · Strong attendance, performance and adherence to policies are essential for this role

Hours: 30-40 hours per week within business hours

Business hours: Monday to Friday 8am to 9pm, Saturday and Sunday 8am to 8pm

Training provided on site

Base hourly rate paid at €10.50 per hour. In addition to your base rate there is an additional discretionary bonus of a payment of €0.72 for each hour worked - excludes OT

#### Location:

Applicants must reside in Ireland

#### YOU MUST BE OVER 18 TO APPLY FOR THIS ROLE

The purpose of this job description is to provide a concise statement of the major responsibilities of this position in a standardised format. It is not intended to describe all elements of the work that may be performed and should not serve as the sole criteria for personnel decisions and actions

All aspects of employment at infosys are based on merit, competence and performance. We are committed to embracing diversity and creating an inclusive environment for all employees. Infosys is proud to be an equal opportunity

Our Privacy Policy covers how we collect and use your Data in the context of our recruitment process. By engaging in our recruitment process (submission of a CV etc.), you are consenting to collection, storage, use, and disclosure of your Data, including any sensitive information you elect to submit.

Work remotely

• No

Job Types: Full-time, Permanent

Salary: €10.50-€11.22 per hour

COVID-19 considerations:

Full health and safety protocol implemented to protect staff from COVID 19 as per government guidelines.

Skills:

Call Center Services

Inbound Customer Service

Communicating with Customers

### Apply For This Job

	You are just a few steps away					
Get started by enter	Get started by entering your email					
Email						
		Next				
Llest Name						
Last Name						

ATTACH A CV TO YOUR APPLICATION

No CV attached

A

Cover Note

\*Advertised on jobsice \*

FIND A COURSE TO B TALK ADVERTISE A TO 8

Search 関 Sector **Q** Location Q Job title, Skill or Company **Ukraine Crisis Appeal** Donate Now est Return to Job Search Apprenticeship Motor Technician ; Bolands

Waterford, County Waterford, Ireland € Not Disclosed Permanent Login or register to apply Today **Company Details** Description Have you considered a Motor Industry Apprenticeship? Apprenticeships available in Motor Mechanics or Heavy Vehicle Mechanics or Vehicle Body Repairs. -Earn while you Learn -Obtain a 3rd level qualification, recognised all over the world -Work in a vibrant industry with the latest technology -Sociable working hours and a variety of career opportunities This role does not require previous experience. We are looking for the candidate to be · Enthusiastic · Hardworking · Willing to learn · Who is passionate about becoming a fully qualified mechanic The ideal candidate would have the following attributes: · A full and valid driving licence Mechanical Knowledge would be an advantage but not essential · The ability to work well within a fast-paced environment The candidate must have good initiative and be self-motivated Excellent time management skills Please submit a CV detailing your reason of interest in this position and why you would be the ideal candidate for the role. Skills: Skilled Apprentice Training

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

Login or register to apply

By clicking ok you accept our terms and conditions

Related Sectors: Sales - Up to €35k , Motors Related Locations: Waterlord

### **Benefit of Work Estimator**

### What is the Benefit of Work Estimator?

The benefit of work estimator for jobseeker and one parent family payments shows how starting work or increasing your hours could affect your payment. The estimate will include income from your employment and any social welfare payments you may still be entitled to.

### Who can use the Estimator?

This tool is anonymous and the information you provide cannot be used to identify you by the Department of Social Protection.

### What Information does it need?

You will need to provide information on:

Social Welfare Scheme.

You will need to tell the estimator what scheme you are currently being paid on.

Family and Children.

You will need to select your relationship status and if you have dependent children.

lob Details.

You will need to provide information on your current job, if applicable, and you will need to know how many days, hours and the rate of pay for the new job.

Check out the Benefit of Work Estimator on <a href="https://services.mywelfare.ie">https://services.mywelfare.ie</a> under the "Out of Work Payments Section" or via the link below:

https://services.mywelfare.ie/en/topics/out-of-work-payments/benefit-of-work-estimator/



### **Unemployed?**

Looking to gain new skills and work experience?

Could the Work Placement Experience Programme be for you?

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### 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/wpep

Email:

wpep@welfare.ie

Telephone: 0818 111 112

Brought to you by

the Department of Social Protection



### Training Opportunities for 2022 Carrick-on-Suir, Clonmel & Waterford

Start Date	Course	Location	Duration
5 <sup>th</sup> Sept 2022	Pathways to Employment- Employment Skills (VTOS)	Carrick-on-Suir	40 Weeks - Full Time
5 <sup>th</sup> Sept 2022	Office Administration (Business studies) - VTOS	Carrick-on-Suir	40 Weeks - Full Time
5th Sept 2022	ICDL Workforce (formerly ECDL) - BTEI	Carrick-on-Suir	25 Weeks - Online
5th Sept 2022	Using Information & Communications Technology Level 3 - BTEI	Carrick-on-Suir	31 Weeks - Part Time
5th Sept 2022	Care of the Older Person – Healthcare Support Level 5-BTEI	Carrick-on-Suir	10 Weeks - Evenings
6th Sept 2022	Bread Pastry and Desserts Level 3  - BTEI	Carrick-on-Suir	14 Weeks - Part Time
6th Sept 2022	Home Repairs & Maintenance – Level 4 – BTEI	Carrick-on-Suir	14 Weeks - Part Time
7th Sept 2022	Information and Communications Technology - Level 4 - BTEI	Carrick-on-Suir	30 Weeks - Part Time
8th Sept 2022	Growing Vegetables- Level 3 - BTEI	Carrick-on-Suir	10 Weeks - Part Time
8th Sept 2022	Activities of Living Patient Care – Healthcare Level 5- BTEI	Carrick-on-Suir	9 Weeks - Part Time
12th Sept 2022	Special Needs Assisting- Level 5 - BTEI	Carrick-on-Suir	10 Weeks - Evenings
12th Sept 2022	Four Stroke Engine Maintenance – Level 3-BTEI	Carrick-on-Suir	10 Weeks - Part Time
3rd Oct 2022	Emergency Medical Technician (PHECC)	Carrick-on-Suir	10 Weeks - Full Time

4 <sup>th</sup> Oct 2022	Special Needs Assisting Level 6	Carrick-on-Suir	10 Weeks - Evenings
7th Nov 2022	Care Skills - Healthcare Level 5 - BTEI	Carrick-on-Suir	10 Weeks - Part Time
17th Nov 2022	Communications - Healthcare Level 5 - BTEI	Carrick-on-Suir	10 Weeks - Part Time
12th Sept 2022	Hospitality Operations Traineeship	Clonmel	50 Weeks - 3 days in the classroom/2 days on work placement
12th Sept 2022	Medical Administration (Office Administration)	Clonmel	52 Weeks - Full Time
19 <sup>th</sup> Sept 2022	Emergency Medical Technician (PHECC)	Clonmel	10 Weeks - Full Time
19th Sept 2022	Manufacturing Operations for Medical Device/Pharma Industry (Life Sciences Manufacturing Operations)	Clonmel	52 Weeks - Full Time
3rd Oct 2022	Bus Driving/Mini-Bus Driving (D/D1 Licence)	Clonmel	10 Weeks - Full Time
8 <sup>th</sup> Aug 2022	Welding (Basic)	Waterford	21 Weeks - Full Time
29th Aug 2022	TIG Welding	Waterford	5 Weeks - Evenings
29th Aug 2022	Manual Metal Arc Welding (EN Certified)	Waterford	5 Weeks - Evenings
30th Aug 2022	MIG Welding	Waterford	4 Weeks - Evenings
5 <sup>th</sup> Sept 2022	Manual and Computerised Payroll and Bookkeeping	Waterford	17 Weeks - Evenings
12th Sept 2022	An Introduction to the Pharmaceutical Industry Night Class	Waterford	5 Weeks - Evenings
12th Sept 2022	Start Your Own Business	Waterford	10 Weeks - Evenings
12th Sept 2022	Cleanroom and Packaging Operations Traineeship	Waterford	36 Weeks - Full Time

13th Sept	2D CAD Level 3	Waterford	11 Weeks - Evenings
2022			
19 <sup>th</sup> Sept	Construction Ground Work Skills	Waterford	10 Weeks - Full Time
2022			
19th Sept	Classic Car Restoration	Waterford	20 Weeks - Full Time
2022			
20th Sept	Digital Imaging Basics- Photoshop	Waterford	5 Weeks - Evenings
2022			
20th Sept	Palliative Care	Waterford	5 Weeks - Evenings
2022			
20 <sup>th</sup> Sept	ICDL Advanced	Waterford	5 Weeks - Evenings
2022	Spreadsheets.(ECDL Spreadsheet		
	Advanced)		·
26th Sept	Sports Recreation and Exercise	Waterford	52 Weeks - Full Time
2022	Traineeship		
27 <sup>th</sup> Sept	Skills to Compete Reception and	Waterford	9 Weeks -Evenings
2022	Frontline Office Skills		
3 <sup>rd</sup> Oct 2022	Professional HGV Training	Waterford	29 Weeks - Full Time
	Programme (Traineeship)(Blended		
	Training)		
		144 / 6 /	00 144   5 11 72
24th Oct 2022	Regional Tour Guiding Traineeship	Waterford	20 Weeks - Full Time
	(Blended Learning)		
<u> </u>	<u> </u>		

Contact us for more information on the above courses and also other training courses with the ETB including VTOS & BTEL \*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

 $\underline{Or}$ 

Christine Rockett (Administrator)

At

Local Employment Service

Nano Nagle Community Resource Centre, Carrick-on-Suir Tel: 051-649516 Email: eastwaterford.les@wlp.ie



An Roinn Colmirce Sóislaíaí Department of Social Protection













# TIPPERARY EDUCATION AND TRAINING BOARD

## Part-Time Courses starting September 2022

SOUTH TIPPERARY: Carrick on Suir — Cahir – Cashel — Newcastle — Tipperary Town – Clonmel

					CAR	RICK O	N SUIR
PLSS Ref. Number	Course Title	QQI Level	Day(s) of Course	Time	Duration (weeks)	Start Date	End Date
339415	Bread, Pastry & Desserts 3N0522 Level 3	3	Tuesday	9.30 am - 12.30 pm	14	06/09/2022	13/12/2022
338707	Four Stroke Engine Maintenance 3N0886	3	Monday & Wednesday	9.30 am— 1.00 pm	10	12/09/2022	23/11/2022
339419	Growing Vegetables 3N0890	3	Thursday	9.30 am— 1.00 pm	10	08/09/2022	01/12/2022
307179	Using Information & Communication Technologies (Computers Level 3) 3M0877—Computer Literacy 3N0881, Word Processing 3N0588, Internet Skills 3N0931, Communications 3N0880, Personal Effectiveness 3N0565 Maths 3N0929	3	Monday & Tuesday	9.30 am – 12.30 pm	31	05/09/2022	23/05/2023
338627	Information & Communications Technology (Computers Level 4) 4M0855— Information Technology Skills 4N1125, Digital Media Technology 4N1858, Spreadsheets 4N1120, Communications 4N0689, Maths 4N1987	4	Thursday & Friday	9.30 am — 1.00 pm	20	07/09/2022	26/05/2023
338624	ICDL Workforce (formerly ECDL) - Computer Essentials, Online Essentials, IT Security, Documents, Using Databases, Presentation, Spreadsheets		Monday & Tuesday	9.30 am— 1.00 pm	25	05/09/2022 ;"	27/03/2023
339435	Home Repairs & Maintenance 4N3774	4	Tuesday	9.30 am— 1.00 pm	14	06/09/2022	13/12/2022
338546	Care of the Older Person 5N2706 <sup>1</sup> Healthcare Level 5 (Evening)	5	Monday & Wednesday	6.30 pm— 9.30 pm	10	05/09/2022	02/11/2027
338580	Care Skills 5N2770—Healthcare Level 5 (Evening)	5	Monday & Wednesday	6.30 pm— 9.30 pm	10	07/11/2022	25/01/202
338614	Activities of Living Patient Care 5N3707— Healthcare Level 5 (Daytime)	5	Thursday & Friday	10.00 am —1.00 pm	9	08/09/2022	11/11/202
338620	Communications 5N0690—Healthcare Level 5 (Daytime)	5	Thursday & Friday	10.00 am —1.00 pm	9	17/11/2022	27/01/202
243141	Special Needs Assisting 5N1786 (Evening) - single component		Monday & Wednesday	6.30 pm — 9.30 pm	10	12/09/2022	23/11/202

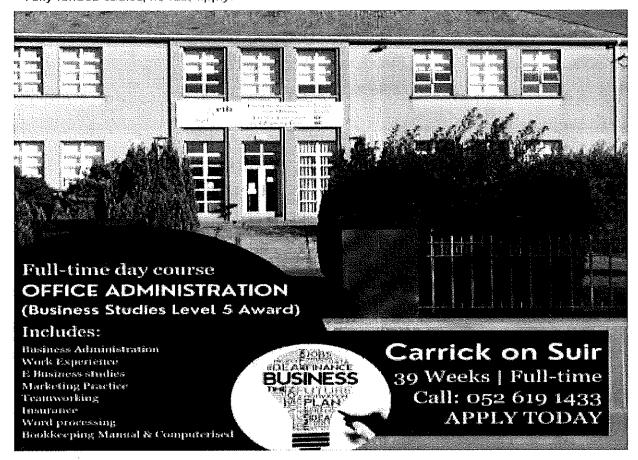


#### Tipperary Education and Training B Published by Teress ET Burke 6 - 6 m - 8 Tipperary Education and Training Board

Office Administration #BusinessStudies Course, Now Available in #CarrickonSuir for persons aged **16**∗.

Call 052 619 1433 for more details or apply here https://bit.ly/3d291rD

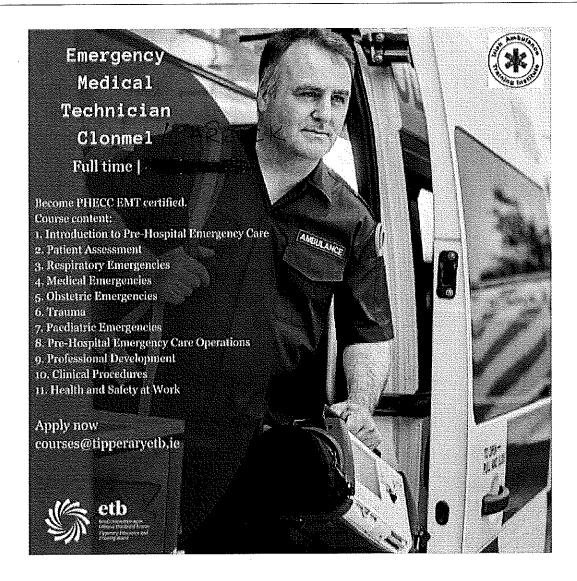
Training allowances available to eligible applicants. Full-time day course, Monday to Friday which includes work experience. Fully funded course, no fees apply.





nccess, Our Goal #TETB





Dont miss out on applying for the next Emergency Medical Technician Fully Funded Course.

Starts Sept, for 10 weeks in #Clonmel

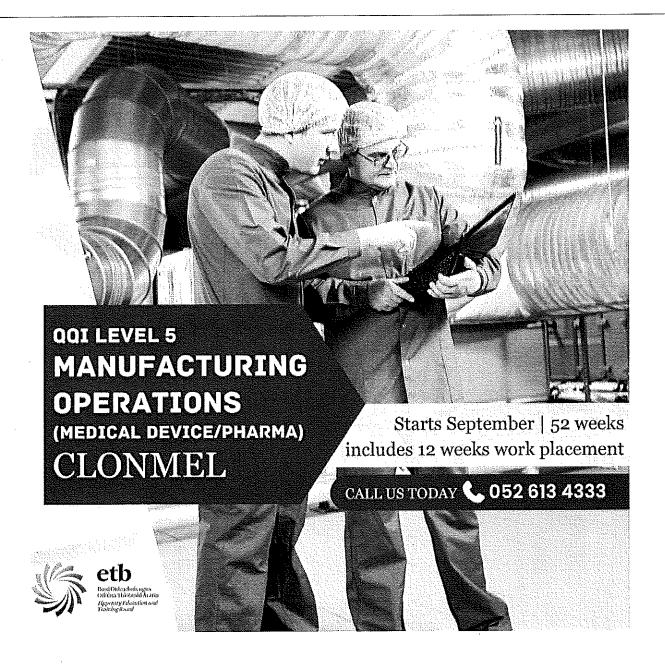
Apply today using course code 359790 on link in bio.

Course content includes:

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

More details on the above course on www.fecthcourses.ie

\*THE ABOVE COURSE IS ALSO COMING UP IN CARRICK-ON-SUIR ON 3RD OCTOBER 2022\*



Considering your course options for September?

Manufacturing Operations #LifeSciences for Medical Device/Pharma Industry

#### Course content includes:

- Bioprocessing
- Cleanroom Operations
- Health, Safety & Environmental Awareness
- Continuous Improvement in Manufacturing
- Packaging & Labelling
- This course includes 12 weeks work placement
- There are no fees & training allowances available

\*Clients of the Local Employment Service can contact Annie Dalton (Employment Guidance Officer) for more details on 051-649516/086-0358613 or email annie.dalton@wlp.ie\*

### PORTLAW - Monday Start Date 5th September

Time	Course)	Code	Weeks
9:15am - 2:00pm	Group 1 Care Support and Palliative Care QQI 5 Healthcare Support Award YR 2	HC- 352768	32

### PORTLAW - Tuesday Start Date 6th September

Time	Course	Code	Weeks
9:15am - 11:15am	Baok Keeping QQI 4	05 - 360039	32
11:30am - 1.30pm	Word Processing QQI 3	OS - 360042	20

## PORTLAW - Wednesday Start Date 7th September

Time	Course	Code	Weeks
9:15am -	Group 1 Care Support and Palliative Care	HC-	32
2:00pm	QQI 5 Healthcare Support Award YR 2	352770	

Upcoming BTEI courses in September in Portlaw, for more information contact 051 393794/086 0460986 or email maryupton@wwetb.ie also you can apply online through <a href="www.fetchcourses.ie">www.fetchcourses.ie</a>

# Classes will run in Piltown, Co. Kilkenny subject to numbers in September, anyone interested please contact BTEI Kilkenny (056) 770 1020

# BTEI

### Fully Funded Accredited QQI Courses Starting in September 2022



Introduction to Healthcare Level 4 two Minnings per Week



Envisammental Eustainabilhy Awareness Levol 4 Iwo Massings per Week



Office Skills Level 4 two Marnings per Week



Sports and Recusation Level 4 one Morning and one Afternoon per Week



Healthcare Support Level 5 two Mornings and/or two Evenings pur Week



Office Administration Level 5 two Mornings and/or two Evenings per Week



Level 5 Certificate in Early Learning and Care leading to the NFQ Level 5 QQL Certificate in Early Learning and Care



Medical Terminology Level S and Marning per Week



f50L English as a Second Language Level 5 one Morning andfor one Evening you Week



Advanced Certificate in Early Learning and Care leading to the NFQ Level & QQI Advanced Certification in Early Learning and Core.

For more information or how
to apply contact
BTEI
Unit 7 Danville Business Park
Kilkenny R95 K728
Tei No: 056 7701020
Email: btol@kkadulted.ie
www.fetchcourses.ie

J本地 地

Supervitory Management Level 6 one Evening per Week

Subject to Highbility Criteria Please note that all our courses run subject to numbers.

"Cost to you - Is your time and Commitment"



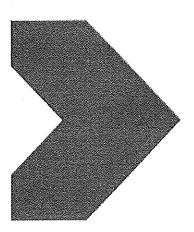
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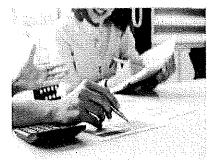
BTE) is co-funded by the Government of Ireland and the European Union.

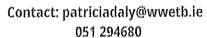


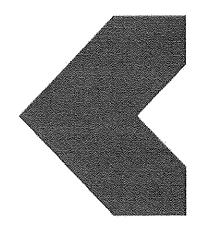
## Start Your Own Business Course











## **START YOUR OWN BUSINESS: ENTERPRISE STUDIES**

**Start Date:** 01/09/2022

Location: Kilmacthomas Co. Waterford

This is a full time programme, where students spend a minimum of 12 hours per week in a classroom setting where they gain the knowledge and skills to start a business. They are also required to complete Work Practice/Mentoring. A full time commitment is required from the student through a combination of onsite class attendance and work practice in order to achieve their objective of starting their own business.

For more information click on link or to appy online <a href="https://www.fetchcourses.ie/course/finder...">https://www.fetchcourses.ie/course/finder...</a>



## Courses Commencing in Tipperary Town with Tipperary Education

## & Training Board

Apply today <u>www.fetchcourses.ie</u> or call 052 6191424 for more information.

REF	COURSE TITLE	STARTS TYPE
<u>326959</u>	English for Speakers of Other Languages Assessment Tipperary	01/09/2021 P
<u>362009</u>	Retrofit Insulation Skills (Employees)	06/07/2022
<u>357197</u>	Healthcare Support 5M4339	01/09/2022 F
<u>357132</u>	Special Needs Assistant (Intellectual Disability Practice)	01/09/2022 <b>F</b>
354928	Business Studies	01/09/2022
357772	Sports, Recreation and Exercise	01/09/2022 EF
340843	Tipperary Town Preparation for Work	06/09/2022 P
<u>340845</u>	Tipperary Town Writing and Numbers for Work and Everyday Life	07/09/2022 P
340897	Care of the Older Person 5N2706 Level 5 (Evening)	12/09/2022
307222	Tipperary Town ICDL Workforce (Evening) - formerly ECDL	12/09/2022
<u>340978</u>	Tipperary Special Needs Assisting 5N1786 Level 5	12/09/2022
340890	Tipperary Community Addiction Studies 5N1834	13/09/2022 P
<u>358450</u>	Tipperary Town Social Studies 5N1370 Level 5 (Evening)	13/09/2022
<u>358986</u>	Delivery Driver (B Licence)	26/09/2022 F
<u>358985</u>	City & Guilds Diploma in Dry Lining	03/10/2022 F
<u>359780</u>	Retrofit Insulation Skills	10/10/2022 F
<u>359781</u>	Plastering Skills (Basic)	07/11/2022 <b>F</b>
340902	Tipperary Care Skills 5N2770 Level 5 (Evening)	28/11/2022



## 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\*

<sup>\*</sup>You can also check out <u>www.ecollege.ie</u> for more information on the above courses\*

## Community Employment Scheme (CE) Vacancies

#### Caretaker/Maintenance Person CE Scheme, Nano Nagle Community Resource Centre (2236726)

Carrick on Suir Community Resource Centre, Caretaking, Maintenance & Reception duties to include but not limited to: Opening and closing of centre whilst maintain security and safety procedures. General maintenance of the building inside and out. Maintaining external areas. Preparing rooms for use and setting up any equipment required. Answering phone, taking booking, escorting Centre users to rooms. Organising refreshments when required by users. Ensure heating, lights and equipment is running correctly and report if to manager if not. Painting and repairs. Maintain and be responsible for tools & equipment. Carry out tasks to keep Centre clean, tidy and sanitised. Communicate with other staff members in respect of requirements for Centre from day to day. Adhere to fire requirements within the Centre. Other duties discussed and agreed with manager. Attend training and staff meetings as required.

#### Athletic Coach - Maintenance Person CE Schemem Carrick-on-Suir (2236946)

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Delivering training sessions three evenings and two mornings a week to young athletes within club and school environments. Maintain the athletic grounds by conducting daily grounds inspection check and removal of any objects found, litter clearing in and around sports field and surrounding ditches. Checking and clearing long jump pit on a regular basis. Keep the athletic track cleaned and maintained. To assist with track marking, bring out and in athletic equipment as needed. Other duties maybe required. No experience necessary, all training will be provided. It is a very relaxed work environment that will mentor and support new coaches coming on board.

#### Athletic Coach/Admin Assistant CE Scheme, Carrick-on-Suir (2236945)

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 in a number of schools. NO EXPERIENCE NECCESSARY Duties will include: Delivering training sessions three evenings and two mornings a week to young athletes within club and school environments. 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 All training will be provided. No experience necessary. It's a very relaxed and supportive working environment with great team effort. Current coaches will assist and offer guidance to new coaches coming on board.

#### Garden Worker CE Scheme, Tipperary County Council, Carrick-on-Suir (2234613)

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

#### Housekeeper CE Scheme - Sean Kelly Sports Centre (2233421)

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. As part of the team in the sports centre the successful candidate will complete a range of both reactive and scheduled cleaning duties in order to ensure an excellent standard of hygiene is maintained throughout the facility. Full training will be provided. Duties to include but not limited to: Deep cleaning of the changing rooms, toilets, showers and wet facilities. Cleaning of the gym, gym equipment and aerobics room. Cleaning of the receptionist area, landing, kitchen and first aid room.

#### Maintenance Person / Grounds person CE Scheme - Carrick on Suir Golf Club (2215038)

General outdoor maintenance and up keep of the club grounds.

#### Administrator/ Office Assistant CE Scheme, Carrick-beg (2215044)

Duties will include providing support to the CE scheme and the parish office as necessary.

#### Caretaker Community Hall CE Scheme, Carrick-beg 2224959

General caretaking duties including opening and closing the Hall for community activities, cleaning and maintenance work for the hall.

#### Administrator/ Office Assistant CE Scheme, Carrick-beg (2224958)

General office duties within the Parish Office, administrative support to CE Scheme and some cleaning of the church if required.

#### Kitchen Assistant CE Scheme, Owning House Retirement Village (2219562)

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 tidled 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

#### Caretaker CE Scheme, Kilmacthomas (2226551)

Job is based at Kilmacthomas GAA Grounds. Duties include grass cutting, pitch lining, club house duties, general field maintenance.

#### Caretaker CE Scheme, Portiaw (2232037)

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

#### Gardener Maintenance CE Scheme, Br Rice Estate, Callan (2232025)

Prepare for setting in Polly tunnels water weed and harvest, weed and maintain flower beds, grass cutting, maintain shrubs, animal husbandry, litter control, light repairs and maintenance.

#### Garden and Grounds Assistant CE Scheme, Callan (2232015)

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Assisting in the vegetable and herb gardens Maintenance of grounds hedges and lawns.

#### Domestic Helper CE Scheme, Callan (2232020)

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form. Duties to include general cleaning duties in Camphill Kyle.

#### Front desk Receptionist CE Scheme, Camphill, Callan, (2232028)

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

\*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\*