

# WST LAES JOBS PACK

**Intreo** | Partner

**15TH MARCH 2023**



## **WATERFORD SOUTH TIPPERARY LOCAL AREA EMPLOYMENT SERVICE**

**WST LAES INTREO PARTNER DELIVERS LOCAL AREA EMPLOYMENT SERVICES ON BEHALF OF THE DEPARTMENT OF SOCIAL PROTECTION FOR WATERFORD & SOUTH TIPPERARY**

**JOB VACANCIES COMMUNITY EMPLOYMENT POSITIONS  
AND  
TRAINING OPPORTUNITIES**

**FOR INFORMATION RING: 051 304951  
FOR DAILY UPDATES VISIT [WWW.WST.IE](http://WWW.WST.IE)**



**Comhpháirtíocht Leader  
Phort Láirge** Waterford Leader  
Partnership



**South Tipperary  
Development CLG**



# RECRUITMENT PAPER CLIPPINGS

Intreo | Partner



Comhpháirtíocht Leader  
Phort Láirge Waterford Leader  
Partnership



South Tipperary  
Development CLG

Rathgormack N.S. is seeking a

## FULL TIME SECRETARY

on a permanent contract  
beginning on 17<sup>th</sup> April 2023.

Please apply via email to

[applicationsrathgormackns@gmail.com](mailto:applicationsrathgormackns@gmail.com)

by 21<sup>st</sup> March.

Full details of the advert can be  
found on [educationposts.ie](http://educationposts.ie)



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

### PANELS FOR: CLERICAL OFFICER & LIBRARY ASSISTANT

Waterford City & County Council invites applications from suitably qualified candidates who wish to be considered for the above panels.

The Online Application Forms and Candidate Information Booklets for the above are available on Waterford City & County Council's website [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie)

The Online Application Form must be submitted no later than **4p.m. on Wednesday, 5th April, 2023.**

**Hard Copies will not be accepted.**

The official Online Application Form must be completed in full by the closing date for the competition. Please note that amendments to the application will not be accepted after the closing date.

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

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



**OPW**

Óigheara  
Oifigeanna Stáitín  
Office of Public Works

**The Commissioners of  
Public Works in Ireland  
Expressions of Interest Sought**

The Office of Public Works, National Historic Properties are seeking expressions of interest to provide a concession service comprising the provision of Tearoom services at

**John F. Kennedy Memorial Park  
& Arboretum, Wexford**

Expression of Interest should be submitted to:

Ms Emma Cummins,  
National Historic Properties  
by email: [emma.cummins@opw.ie](mailto:emma.cummins@opw.ie)

On or before 12 noon 24 March 2023



**Tipperary University Hospital**

Ospidéal na hOilscoile Thiobraid Árann

Teaching | Understanding | Healing



**TIPPERARY UNIVERSITY  
HOSPITAL**



**UCC**  
University College Cork, Ireland

**MATERNITY SERVICES**  
**Midwives and Neo-Natal  
Nurses Required**

PERMANENT/TEMPORARY CONTRACTS AVAILABLE  
(FULL-TIME OR PART-TIME HOURS)



Be part of a hardworking, energetic,  
all-inclusive team of professionals in a  
long established Maternity Unit at a  
University Hospital.

**MAKE A DIFFERENCE!**

Huge potential and opportunity to  
develop both professionally and  
personally.

*Tipperary University Hospital, Maternity Unit,  
Where Everybody Matters*

Apply in writing with CV and references to:  
**Ms Maggie Dowling, Director of Midwifery,**  
Tipperary University Hospital, Clonmel, Co. Tipperary  
or email: [maggie.dowling@hse.ie](mailto:maggie.dowling@hse.ie)



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SOUTH**



**UCC**

**Recruitment Advertising**

Make the right move

**Waterford  
News & Star**

To advertise in our  
Recruitment Section please contact

**GLADSTONE HOUSE, GLADSTONE STREET, WATERFORD**  
t 051 875506 • [sales@waterford-news.com](mailto:sales@waterford-news.com)



# SITUATIONS VACANT



Telephone: (058) 41205 / 42042 | e-mail: [adverts@dungarvanobserver.ie](mailto:adverts@dungarvanobserver.ie) | Deadline for all adverts is 12.00 noon each Tuesday

**RIVERSIDE VETERINARY HOSPITAL**  
IS LOOKING FOR A  
**Receptionist and Animal Care Assistant**

TO JOIN OUR WELL ESTABLISHED TEAM  
We are looking for a friendly, highly motivated and enthusiastic person to work on a full time basis.  
The role would combine reception work, daily runnings of the business, along with helping take care of the animals in our care. Our ideal candidate would enjoy dealing with the public and have strong communication skills.  
Salary is dependent on experience and to be discussed at interview stage.  
Please apply with CV and short cover letter to [riversidevetsdungarvan@gmail.com](mailto:riversidevetsdungarvan@gmail.com)

**Trainee & Experienced Site Erectors**  
**REQUIRED FOR STEEL/CLADDING CONSTRUCTION COMPANY**

Please reply with CV to:  
**Box No. 8086**

**Spray Painting Operative**  
**REQUIRED FOR STEEL FABRICATION WORKSHOP IN THE DUNGARVAN AREA**

Please reply with CV to:  
**Box No. 8085**

**GLENNON BROTHERS**

Glennon Brothers Cork Ltd is part of one of Europe's leading sawmill groups.

WE HAVE IMMEDIATE VACANCIES FOR:  
**GENERAL OPERATIVES**

We have opportunities for energetic, self motivated operatives to work in our modern manufacturing plant near Castletyons, Fermoy.

- Excellent communication skills are essential.
- Training will be provided.
- We offer a 39 hour week.
- Permanent full time positions are available.
- Favourable day/evening shift pattern.

Please send CV to:  
Glennon Bros. Cork Ltd., Farran South, Fermoy, Co. Cork.  
Email: [careers.fermoy@glennonbrothers.ie](mailto:careers.fermoy@glennonbrothers.ie)  
Glennon Brothers is an equal opportunities employer.

**Comhairle Cathrach & Contae Phort Láirge**  
Waterford City & County Council

**PANELS FOR:**  
**CLERICAL OFFICER**  
&  
**LIBRARY ASSISTANT**

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

**CHILD MINDER WANTED** - 4 days per week for two children (aged 2 years and 9 months) in our home (Clonsilla area) or childminder's home. Some flexibility for days/hours required. Please contact 087-6258853.

**HOUSE CLEANER** - One to two days per week, 4 hours per day, KilmacThomas area. Contact 087-6330431.

**ARTIC DRIVERS REQUIRED FOR QUARRY WORK** - Full-time, contact 087-2590530.

**CAREER REQUIRED** - For elderly lady in Ballinroad area. Three mornings per week. Experience necessary. Reply in writing to Box No. 8087.

**John Phelan Skip Hire**  
Call us on 051 645445 + 087 9677797

**Skip Hire and Waste Collection Services in Dungarvan and surrounding areas**

- Domestic & Commercial Skip Hire
- Wide Range of Skip Sizes from Mini to 10ft
- Mattress Collection
- Contaminated Soil Collection
- Sludge Collection

**Sam Hall Chimney Sweep**  
CLEANING AND STOVE REPAIR  
INSTALLATION SERVICE  
15 years experience Reg 6 Insured  
HETAS trained  
Call Gary for quote 085 7352961

**NOTICE**

**Comhairle Cathrach & Contae Phort Láirge**  
Waterford City & County Council

**TEMPORARY CLOSING OF ROADS**  
**SECTION 75 ROADS ACT 1993**

Notice is hereby given that Waterford City and County Council, in exercise of its powers pursuant to Section 75 Roads Act 1993, propose to close the following road to through traffic from 8am to 6pm on Monday, 3rd April, 2023 to facilitate the installation of New Water Connection.

**Road to be closed:**

- St. Mary Street, Dungarvan.

**Diversion Route:**

- Via Mitchell Street, Wolfe Tone Road, John Treacy Street, Parnell Street, St. Augustine's Street and Emmett Street, Dungarvan.

Objections or submissions may be made in writing to the Director of Services, Roads, Water and Environment, Waterford City and County Council, City Hall, The Mall, Waterford not later than 4pm on 22nd March, 2023.

Fergus Galvin, Director of Services, Roads, Water and Environment. 15th March, 2023.

**Bob Troy & Co. GENERATORS**  
Starting around **€530**

Don't let the lights go out on you this New Year!

**Bob Troy & Co.**  
31 O'Connell Street, Dungarvan  
Tel: 058 41590  
[bobtroyandco@gmail.com](mailto:bobtroyandco@gmail.com)  
[www.bobtroyandco.ie](http://www.bobtroyandco.ie)  
ALL MAJOR SERVICES & REPAIRS

**VILLIERSTOWN JOINERY**  
Stairs  
Custom  
Joinery  
087 2420124

**TOURIN MEET UP CLEAN UP**  
Community Litter Pick  
Sat 25th March 2023  
10am

Remember to bring your Hi-Vis Jacket and gloves

Everyone is welcome. The more the merrier!

With a cuppa and a chat when we're done.



**Dungarvan  
Leader**
**Recruitments**

To place an advert  
in our recruitment  
section call us on

**058 41203**

or email  
**adverts@  
dungarvanleader  
.com**

**Tallow Enterprise Group CLG**  
*In association with the*  
**Pobal Community Services Programme**  
*wish to recruit*

## PART TIME COMPUTER TRAINER

- Strong computer and interpersonal skills
- ICCE Accredited Certification desirable
- Ability to co-ordinate and implement computer based courses
- Good teaching and organisational skills
- Willing to work flexible hours: 10.5 hours per week

*CV and References to:*

**The Manager**  
Tallow Enterprise Centre,  
West Street,  
Tallow,  
Co. Waterford

*Or*

Email: **tallowenterprise@hotmail.com**

*Closing date for receipt of applications is Monday, 20th March.*

*Pobal Sponsored Scheme*



## Riverside Veterinary Hospital is looking for a **RECEPTIONIST AND ANIMAL CARE ASSISTANT**

*to join our well established team.*

We are looking for a friendly, highly motivated and enthusiastic person to work on a full time basis. The role would combine reception work, daily runnings of the business, along with helping take care of the animals in our care. Our ideal candidate would enjoy dealing with the public and have strong communication skills. Salary is dependent on experience and to be discussed at interview stage.

*Please apply with CV and short cover letter to:*  
**riversidevetsdungarvan@gmail.com**



## WE ARE HIRING!

JOIN OUR TEAM

OPEN POSITION

We're looking for someone knowledgeable in the store's products and competent in all the garden centre's roles to join our team.

If you are a hands-on, enthusiastic horticulturist with a strong work ethic, send us your cv today!

SEND YOUR CV TO



**info@clarenbridgегardencentre.ie**

## WEST WATERFORD PHARMACY

*are currently recruiting for an*

## Over the Counter Sales Assistant

**FULL TIME POSITION, EXPERIENCE AN  
ADVANTAGE BUT NOT NECESSARY.**

*Please forward CV to:*  
**westwaterfordpharmacy@gmail.com**

**Closing date for applicants : Friday 24th March**

**Dungarvan  
Leader**

18 MITCHEL STREET,  
DUNGARVAN,  
CO. WATERFORD  
tel **058 41203**

Email News & Sport items to **colm@dungarvanleader.com**


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1 Year  
6 Months  
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phone 058 41203

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newspaper - **www.dungarvanleader.com**





Comhairle Contae Chill Chainnigh  
Kilkenny County Council

Applications are invited from qualified persons for the following post:

## IS PROJECT LEADER - CYBER SECURITY

[OPEN COMPETITION]

Competition Reference Number: 2023/O/P/T/17

**Salary Scale:** The current salary scale for the position is from  
€55,022 minimum of the scale to €71,529  
maximum of the scale inclusive of LSI's.

In accordance with Circular EL02/2011 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/Temporary/Fixed  
Term/Specific Purpose and where applicable Acting Up vacancies  
may be filled.

The closing date for receipt of completed applications is:

**Thursday 6<sup>th</sup> April 2023, at 4.00pm**

The Application Form together with the Recruitment Guidance  
Booklet can be obtained from <https://www.kilkennycouncil.ie/enr/> or  
from the following link: <https://submit.link/1Ee>

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**



## WE'RE HIRING

### Plant Operators

#### Qualifications:

- (3+ Years) experience with roadworks/civils projects & pavements.
- Operation of heavy road construction equipment.
- Full clean C1/C drivers licence (Not essential subject to previous background experience).
- Willing to learn and be a team player.

#### Please send your CV to:

[careers@murphythurles.ie](mailto:careers@murphythurles.ie)

Dublin road,  
Thurles,  
Co. Tipperary

Market leaders in Road Rehabilitation Techniques in the  
Republic of Ireland



Are currently recruiting

## STATIC SECURITY OFFICERS

and

## MOBILE PATROL DRIVERS

in Kilkenny for Permanent  
Full Time & Part Time positions.  
All applicants must hold a current

security PSA license

Please send an up to date CV by email to  
[info@sentrysecurity.ie](mailto:info@sentrysecurity.ie)



Ireland's leading cosmetic and surgical weight loss  
private clinics are recruiting for the following:

### PART TIME RECEPTIONIST/ ADMINISTRATOR

Required for  
KILKENNY AND/OR LIMERICK CLINICS  
(one day per week)

Position - The successful applicant  
will work as a part time receptionist,  
as part of the front of house team in  
Limerick and/or Kilkenny

Email: [ops@auralia.ie](mailto:ops@auralia.ie)  
or via Call centre if you require further  
information call Simon  
on Tel: +353 (0) 1 6120551



Kilkenny & Carlow Farm Relief Services  
are hiring

## DAIRY FARM ASSISTANTS

The work includes: Animal husbandry, milking,  
calf rearing & general farm work.  
Minimum hours: 39 hours per week  
Minimum remuneration: €30,000/year  
Location: Co. Kilkenny & Carlow.

To apply email: [info@kcdfrs.ie](mailto:info@kcdfrs.ie)

## OFFICE CLERK

required in Castlecomer

Full or part time position - Monday to Friday  
Computer & Typing skills required. Canvassing will  
disqualify. Please reply with CV and covering letter to:

**Holland Condon Solicitors**  
The Square, Castlecomer, Co. Kilkenny

## LOOKING TO HIRE?

ADVERTISE WITH US & GET SEEN IN THE NEWSPAPER & ON [KILKENNYPEOPLE.IE](http://KILKENNYPEOPLE.IE)



#### CONTACT US

[advertising@kilkennypeople.ie](mailto:advertising@kilkennypeople.ie) or 056 77 91000

Now  
HIRING!

**Kilkenny People**

# RECRUITMENT



## **WE ARE HIRING** **AGRI ACCOUNT EXECUTIVE**

Premier Insurances is a locally owned Insurance Brokerage based in Thurles, Co Tipperary. We are offering an exciting opportunity to an enthusiastic Individual who wishes to develop their career in general insurances.

### **Remuneration & Benefits:**

- Salary of €40k/€50k per annum
- Annual bonus programme
- Company Pension Scheme
- Death in Service Benefit

Email your CV to [info@premierfs.ie](mailto:info@premierfs.ie) or call **Kieran** on **086-7908648** for an initial chat



Parish life limited t/a Premier Insurances are regulated by the Central Bank of Ireland.



**DAVID BUGGY MOTORES**  
**REQUIRE A**

## **QUALIFIED MECHANIC OR** **3RD/4TH YEAR APPRENTICE** **AND** **APPRENTICE MECHANIC**

**Full time position**

Experience necessary in similar role  
Good package for suitable candidate

Email CV to

[david@buggymotors.ie](mailto:david@buggymotors.ie)

Or Tel: **David 0872387140**

## **LOOKING TO HIRE?**

ADVERTISE WITH US & GET SEEN IN THE NEWSPAPER & ON [KILKENNYPEOPLE.IE](http://KILKENNYPEOPLE.IE)



**CONTACT US**

[advertising@kilkennypeople.ie](mailto:advertising@kilkennypeople.ie) or 056 77 91000

*Now*  
**HIRING!**



The logo features the word "Intreo" in white, with a stylized upward-pointing arrow integrated into the letter 'o'. Below it, the word "Partner" is written in a smaller white font. This entire logo is set against a solid olive-green circular background.

**Intreo**  
Partner

# **JOB PACK VACANCIES WATERFORD**

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**Intreo** | Partner



Comhpháirtíocht Leader  
Phort Láirge

Waterford Leader  
Partnership



South Tipperary  
Development CLG

**FULL-TIME ROLES**

**Customer Service & Administration Assistant - RPG Recruitment**

Customer Service & Administration Assistant required in growing SME based in Waterford City. Reporting to the Office Manager, working in the office and being part of a busy team, this is a new opportunity in the company. The purpose of this opportunity to provide administrative support for the customer service and the sales team. We are looking for a highly motivated individual with excellent communication skills. This role is full time and will be permanent after an agreed probationary period.

**Responsibilities:**

Customer queries via email and telephone  
System management regarding stock and sales orders  
Sales team administration support  
Online sales queries  
Telephone orders  
Occasional shop support

**The Ideal Candidate will have:-**

3rd level Degree/Qualification essential in Business, Marketing or similar  
Min of 1 Years customer service or call centre experience essential along with experience working in Administration or customer service in an office environment.  
Strong attention to detail essential  
Good working knowledge of Outlook, Microsoft, Word, Excel.  
Adobe experience desirable  
Good Customer Service skill and a high level of organisation essential to this role  
Fluent English.

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=3cb71f7634972209>

**General Operative – Keltech, Waterford**

Multi award winning Keltech Engineering are now recruiting for General Operatives.

If you have previous experience in a similar role or would like to learn a new skill and would like to join a growing dynamic team, this might be the role for you.

They are looking for candidates who are flexible, passionate, like working with their hands and take pride in their work.

**Key Responsibilities:**

Prepping/Painting/Assembling products (metal fabricated/welded), using hand tools.  
Working as part of a team, to ensure tasks are completed to a high standard to meet customer quality requirements and timeframes.  
Prepare work area to ensure compliance, plan work.  
Reading and following drawing specifications, diagrams of instructions.  
Identify and alert Production supervisor of improvements to production efficiencies.  
Compliant with Health & Safety procedures and PPE  
Training / upskilling will be provided.

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=5b45541dfdffac9>



## **JOB PACK VACANCIES WATERFORD**



### **Construction Worker - Jardines Lucía, Waterford**

Jardines Lucía are looking to hire Construction Worker (Plaster boarding / partitions / Carpenter) in Waterford.

**Requirements:**

Full Driving licence would be an advantage

Experience in construction with knowledge of plaster boarding/partitions/carpentry.

Ability to maintain & repair interior fixtures & fittings such as but not limited to Windows, Doors, Signage, Wall tiles etc.

Own transport would be an advantage Formal qualification in related field would be desirable

Job Types: Full-time, Permanent

Salary: €18.09-€19.23 per hour

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=7e2a704266cc4cd2>

### **Service Driver - Rentokil Initial, Waterford**

Rentokil Initial Ltd is currently seeking a motivated and enthusiastic Service Driver, every day you will be required to service a cross section of customers where you will be expected to carry out services as required at customer sites, install, fit, collect, and exchange units/products thereby ensuring excellent service at all times.

**Requirements:**

**Key Responsibilities**

Provide excellent customer service

Ensure all stock and services supplied to the customer are suitable and appropriate

Always deliver the customers' promise

Report service deficiencies to the line manager where relevant

Report all vehicle defects to the service team leader immediately

Report all accidents and incidents to the service team leader immediately

Adhere to company Health Safety and Environmental policies and obligations

Complete all documentation and fleet management processes for vehicles

Complete all service delivery documentation using POD or hard copy paperwork

Adopt driver best practices

Ensures all customer service stock is loaded and unloaded correctly for each trip

The company vehicle must be kept clean and tidy at all times

**Requirements:**

To be considered for the Service Driver position you will Ideally have the following;

A full clean Irish driving license

Ability to meet deadlines

Excellent communication skills both written and verbal

Strong commitment to delivering customer excellence

Strong organisation skills to effectively manage and prioritise workload

Good eye for detail with a high level of accuracy

Ability to use own initiative and have a positive 'can do' attitude

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=20fec0f5a1c4bf87&advn=2962644915037940>

## **JOB PACK VACANCIES WATERFORD**



### **Valetor / Tyre Fitter - Sheridan Waterford Ltd Main Kia Dealer**

Sheridan's are looking to offer a job opportunity locally for Valetor/Tyre Fitter to join their team.

As a Valetor/Tyre Fitter, you will be responsible for maintaining the cleanliness of vehicles and fitting and repairing tyres.

You will need to have excellent attention to detail, be able to work independently and as part of a team, and have a passion for providing exceptional customer service.

#### **Responsibilities:**

- Cleaning and detailing vehicles to a high standard
- Checking and inflating tyres to the correct pressure
- Fitting and repairing tyres
- Balancing wheels
- Prepares new and used vehicles for display/collection.
- Ensure all cars are washed and vacuumed thoroughly before being returned to the customer.
- Inspect the valeting bay on a regular basis and ensure work area is swept daily and kept clean and free from obstructions.
- Drive in a safe and courteous manner at all times.
- Ensure general housekeeping and site maintenance.
- Full driving licence required
- Basic command of English language

To Apply: Please apply by sending a CV and Cover letter to [dbrowne@sheridanwaterford.ie](mailto:dbrowne@sheridanwaterford.ie)

### **Medical Receptionist - O'Keeffe Orthodontics, Waterford**

#### **Full Job Description**

Receptionist. Enthusiastic person required to work in busy clinic making appointments, managing accounts, answering the phone and managing queries

Salary: €12.00-€18.00 per hour

Language: English (required)

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=2283196214e5964a&advn=6536176945480449>

### **Sample Administration Assistant – Eurofins, Dungarvan, Co. Waterford**

Eurofins are currently recruiting for a full time Sample Administration Assistant within our Sample Admin team in Dungarvan. The purpose of this role is to process customer samples throughout the relevant laboratory keeping in mind efficiency, quality and accuracy standards as required by the company.

#### **Qualifications**

A minimum of 1 years record keeping experience (preferably electronic records).

GMP experience is preferable

Good team player

Good communication skills both internally and externally

Full details of the above position, including job description and application procedures are available on:

<https://jobs.smartrecruiters.com/Eurofins/743999890973494-sample-administration-assistant>



## **JOB PACK VACANCIES WATERFORD**



### **Homecare Assistant – Myhomecare, Dungarvan**

URGENTLY REQUIRED! Homecare/healthcare professionals for flexible roles.

My Homecare Requirements Are:

All candidates require Minimum QQI Level 5 in Care Skills and Care of the Older Person

Updated mandatory courses such as Patient Moving, and Handling Certificate are desirable but not essential as training can be given.

Willingness to undergo Garda Vetting.

Full driving licence, and own vehicle would be an advantage.

Experience working in a healthcare background and passionate, positive individuals who are knowledgeable about professional personal care.

My Homecare Job Responsibilities:

Assisting with all aspects of daily living.

Deliver a high standard of personal care to clients when needed.

Encourage clients to achieve or maximise independence.

Potential light housework/meal prep.

Meeting each client's needs in a safe and organised environment.

Develop and establish positive professional relationships with clients.

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?l=Dungarvan%2C+County+Waterford&radius=15&sort=date&vjk=6d9149fb57c036e5&adn=4700391767548973>

### **Breakfast Chef - ECS Recruitment, Dungarvan, Co Waterford**

ECS Recruitment is currently recruiting Breakfast Chef for their client based in Dungarvan, Co. Waterford.

Purpose of Job: You are responsible for ensuring the smooth running of the kitchen at all times during breakfast service and preparing all food in time for opening.

Main Duties:

Ensuring kitchen efficiency every morning while on duty for breakfast service.

Ensuring the kitchen is operating at optimal levels for breakfast.

To avoid unnecessary wastage, observe proper portion control and to act in a cost effective, responsible manner.

To ensure excellent food hygiene practices are observed in the entire food chain from storage through to preparation and service.

To be fully familiar with the breakfast menu.

To prioritise guest orders and requests at all times.

To explain menu content if required.

To ensure all dishes are prepared in a timely fashion and to the appropriate agreed standard.

To follow a clean as you go method. – ETC

Full details of the above position, including job description and application procedures are available on:

<https://www.jobs.ie/ApplyForJob.aspx?Id=2132587>

**PART-TIME ROLES**

**Ice Cream Production Staff - Freezin' Friesian, Kilmacthomas, Co Waterford**

**Full Job Description**

Ice cream production, following recipes accurately, and assisting with new product development as required

Production planning and stock control

High standards of cleanliness and record keeping

This job involves some heavy lifting and working on your own initiative

Delivery of ice cream to retail and food service outlets (driver's license required)

HACCP training an advantage

Previous experience in food production or working in a kitchen would be an advantage but adequate training will be provided to a suitable candidate with similar experience and a positive attitude

Work days and times can be flexible for the right candidate

This role will begin as part-time with the option to become fulltime

**Job Type:** Part-time

**Part-time hours:** 20-24 per week

**Salary:** From €13.00 per hour

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=64f262bfb720882f>

**Retail Assistant - Screwfix Direct Ltd, Dungarvan, County Waterford**

Retail Assistants are vital to the running of a store, so you'll always be kept busy. And with the help of excellent training programmes, you'll be on the right track for a promising career.

**WHAT'S IT LIKE TO BE A RETAIL ASSISTANT?**

Host – you'll welcome customers into your store, understand what they need, guide them to the right products, and make it super easy for them

Warehouse standards – you'll assist with deliveries, maintaining product stock, collecting customer orders and keeping standards high

Part of the team – you'll join a team who take pride in their store, work together and have lots of fun along the way!

Full details of the above position, including job description and application procedures are available on:

[https://www.jobs.ie/ApplyForJob.aspx?Id=2130393&hl=18|application\\_confirmed](https://www.jobs.ie/ApplyForJob.aspx?Id=2130393&hl=18|application_confirmed)





An Roinn Coimírce Sóisialaí  
Department of Social Protection

## **RECRUITMENT OF A TÚS SUPERVISOR**

**Waterford LEADER Partnership CLG. wishes to recruit a Tús Supervisor**

Tús is a 'Community Work Placement Initiative' that provides short-term quality and suitable working opportunities for people who are unemployed while at the same time carrying out a broad range of services of benefit to the community in a variety of community settings.

### **The role will involve: -**

- The identification of work placements in community organisations and settings
- Interviewing potential participants to be matched to a suitable work placement.
- Promotion and administration of the scheme
- The supervision of participants, including monitoring time and attendance
- Maintaining appropriate records in both written and computerised formats
- Ensuring and supervising compliance with health and safety requirements
- Setting, managing, and monitoring work schedules and attaining targets
- Delivery on work-specific training
- Managing the output of the participants to match the expectations of the communities.
- Other duties required for the orderly operation of Tús.

### **Work Base:**

Location of Supervisor will be Lismore, County Waterford, however, it may be necessary to travel within the County to carry out your duties as WLP CLG may require.

### **Conditions of Work**

- Supervisor will be required to work a 39-hour week
- Remuneration: €31,005.00 per annum (with an incremental scale to apply thereafter)
- A probationary period of at least six months will apply.
- Initial contract will be for a one-year period and can be renewed subject to satisfactory performance and the continued funding of the Tús Programme by the Department of Social Protection.

### **Requirements: -**

Full driver's licence	Ability to work as part of a team
Previous management/supervisory experience	Demonstrate ability to relate to and support participants
Good IT and administration skills	Knowledge of community activities and work
A good standard of education	Good communication and inter-personal skills

To apply for this position please forward your CV and letter of application by **email** to [info@wlp.ie](mailto:info@wlp.ie) or by **post** to:  
**THE ADMINISTRATOR, WATERFORD LEADER PARTNERSHIP CLG, JOHN BARRY HOUSE, LISMORE BUSINESS PARK, LISMORE, CO. WATERFORD. P51 XVP6**

Please note Garda Clearance will be required for this position.

Closing date for applications: **4 p.m. Monday 20<sup>th</sup> March 2023**



An Roinn Coimirce Sóisialaí  
Department of Social Protection

## **MAOIRSEOIR TÚS Á EARCÚ**

Is mian le Comhpháirtíocht LEADER Phort Láirge Teo, CTR, **Maoirseoir Tús** a earcú.

Is 'Tionscnamh Socrúcháin in Obair Phobail' é Tús a chuireann deiseanna gearrthréimhseacha, oiriúnacha fostaíochta ar ardcaighdean ar fáil do dhaoine atá dífhostaithe ach atá ag cur raon leathan de sheirbhísí ar leas an phobail ar fáil i gcomhthéacsanna ilghnéitheacha pobail.

### **Is éard a bheidh i gceist leis an ról ná:**

- Socrúcháin oibre in eagraíochtaí agus i suíomhanna pobail a aithint
- Agallamh a chur ar rannpháirtithe féideartha chun iad a chomhoiriúnú do shocrúcháin oiriúnach oibre
- An scéim a chur chun cinn agus a riar
- Maoirseacht a dhéanamh ar rannpháirtithe, monatóireacht ar chúrsaí ama agus tinrimh san áireamh
- Taifid chuí a choimeád i bhformáidí scríofa agus ríomhaireachta
- Comhlíonadh riachtanais sláinte agus sábháilteacha a dheimhniú agus a mhaoirsiú
- Sceidil oibre a leagan amach, a bhainistiú agus a mhonatóiriú agus **spriocanna a bhaint amach**
- Oiliúint oiriúnaithe d'obair a sholáthar
- Táirgeacht na rannpháirtithe a bhainistiú chun go dtiocfaid siad le hionchais na bpobal
- Dualgais eile a bheidh riachtanach i gcomhair oibriocht ordúil Tús.

### **Ionad Oibre:**

Beidh an Maoirseoir lonnaithe i Lios Mór, Contae Phort Láirge ach d'fhéadfadh taisteal laistigh den Chontae a bheith riachtanach chun do chuid dualgas a chomhlíonadh, de réir mar a leagfadh Comhpháirtíocht LEADER Phort Láirge CTR amach.

### **Coinníollacha Oibre:**

- Beidh 39 uair a chloig in aghaidh na seachtaine le hoibriú ag an maoirseoir.
- Luach Saothair: €31,005.00 in aghaidh na bliana (cuirfear scála incriminteach i bhfeidhm as sin amach)
- Beidh tréimhse phromhaidh i bhfeidhm ar feadh sé mhí ar a laghad.
- Tréimhse bhliana a bheidh i gceist sa chonradh tosaigh agus beidh sé in-athnuaite faoi réir feidhmíocht shásúil agus cistiú leanúnach don Chlár Tús ón Roinn Coimirce Sóisialaí.

### **Riachtanais:**

Ceadúnas Iomlán Tiomána	Inniúlacht oibriú mar chuid d'fhoireann
Réamhthaithí bhainistíochta/mhaoirseachta	Inniúlacht chun réiteach agus tacú le rannpháirtithe a léiriú
Scileanna maithe TF agus riaracháin	Eolas ar ghníomhaíochtaí agus obair phobail
Caighdeán maith oideachais	Scileanna maithe cumarsáide agus idirphearsanta

Chun iarratas a dhéanamh ar an bpost seo seol do CV agus litir iarratais trí **ríomhphost** chuig [info@wlp.ie](mailto:info@wlp.ie) nó tríd an **bpost** chuig:

**AN RIARTHÓIR, COMHPHÁIRTÍOCHT LEADER PHORT LÁIRGE CTR, TEACH JOHN BARRY, PÁIRC GHNÓ LEASA MÓIRE, LIOS MÓR, CO. PHORT LÁIRGE, P51 XVP6**

Tabhair do d'aire le do thoil go mbeadh gá le hImréiteach an Gharda Síochána don phost seo.

Dáta deiridh chun iarratas a dhéanamh ná

**4 i.n. Dé Luain 20 Márta 2023**



# JOB PACK VACANCIES SOUTH TIPPERARY

**Intreo** | Partner



Comhpháirtíocht Leader  
Phort Láirge

Waterford Leader  
Partnership



South Tipperary  
Development CLG



## **JOB PACK VACANCIES SOUTH TIPPERARY**



### **FULL-TIME ROLES**

#### **Multiple Roles – Integrated Security, Clonmel, Co Tipperary**

Integrated Security are currently recruiting for a number of roles to join their team.

##### **Locksmith and Retail Sales Executive**

Based out of our state of the art showroom and workshop facility in Clonmel, Tipperary, we are offering the position of a locksmith and retail sales executive. The role will involve a wide range of workshop based locksmith duties from Vehicle Car Key coding, key duplication, lock service and assembly along with handling general retail sales enquiries.

The ideal candidate will have a strong aptitude for practical work with a keen interest in mechanical devices. The candidate must have a friendly personality with a focus on delivering a high level of customer service.

Working Hours of 09:00am to 17:30pm Monday to Friday. Locksmith experience is not essential as full training will be provided.

##### **Onsite Locksmith**

Based out of our workshop facility in Clonmel Tipperary, the role will involve working across Commercial, industrial and Domestic sectors providing a wide range of Locksmith Services from the Service and Repair of Multi Point door locks, the installation of the door hardware for our Smart Access Control Solutions and conducting our regular Maintenance programs for Commercial and Industrial Applications.

The ideal candidate will have a strong aptitude for Carpentry and have a strong practical work ethic. The role will involve a level of working away in cities such as Waterford, Cork and Dublin when a project requires it, Food and accommodation costs will be covered and an hourly incentive rate will apply to working away.

Normal working hours are 9:00am to 18:00 pm, during some projects it maybe required for earlier start times so a flexibility to working hours is important. Locksmith experience is not essential as full training will be provided. A full clean driver's license is essential.

##### **Apprentice Locksmith**

Based out of workshop facility in Clonmel, this role will involve working onsite with our locksmiths across the Commercial, Industrial and Domestic sectors providing a wide range of locksmith activities, with a key focus on the installation of our Smart Access Control door hardware along with working on other general locksmith duties.

On successful completion of the training program the candidate will be considered for a fulltime position on our team. A strong practical ability and interest in working on the tools is essential for the role. The role will require a level of working away, where this is the case accommodation and food will be covered along with travel.

Normal working hours are 09:00am to 18:00 pm Monday to Friday but flexibility in terms of working hours is important.

Inline with industry regulations all candidates must go through a 6 month probation period before a full time contract can be awarded. In accordance to the Private Security Authorities requirements, the chosen candidate may not have any previous criminal record and a thorough vetting process will be conducted during the probationary period. Candidates maybe required to undergo an Occupational Medical Assessment.

Further details can be found on : <https://integratedsecurity.ie/join-our-team/>

To apply please email your CV to [killian@integratedsecurity.ie](mailto:killian@integratedsecurity.ie)

## **JOB PACK VACANCIES SOUTH TIPPERARY**



### **Payroll Administrator - FRS Recruitment, Tipperary**

A Client is currently recruiting for a Payroll Administrator, based at Cahir, Kilcommon, Cahir. Co Tipperary.

#### **Responsibilities**

To take responsibility for the day to day running of weekly payroll for 600+ employees.  
To ensure payroll is accurately processed and maintained.  
To review and upload piece rate calculations to the payroll.  
To ensure all payroll records are maintained including timesheets, payslips, pension records, voluntary deductions etc.  
Liaise with Financial Controller / Human Resource Manager regarding any payroll or tax queries that may arise.  
Maintain employee files and provide timely response to payroll inquiries.  
Demonstrate a good knowledge of tax and other statutory regulations.

#### **Skills & Qualifications**

Minimum 1 year's relevant experience.  
Knowledge of Microsoft excel preferably to intermediate level.  
IPASS qualification desirable.  
Must have good attention to detail.  
Strong organisational skills and an ability to multitask.

Full details of the above position, including job description and application procedures are available on:

<https://www.irishjobs.ie/Jobs/Payroll-Administrator-8935674.aspx>

### **Waste Operative (MSD) - Indaver Ireland Ltd, Tipperary**

This is an ideal opportunity for a highly motivated individual who wants to learn new skills and develop in their career. As TWM Waste Operative (WO), you'll be a member of Indaver's Total Waste Management Team, This role is based on the MSD Clonmel site.

#### **Role & Responsibilities**

Handling the in-house pick-up of diverse waste at the site and bring this to a central location.  
Loading and unloading activities.  
Treating the waste so that it can be further transported to the processing facility: sorting, packing, bulking, repackaging.  
Managing the identification and storage of the waste at the stocking location foreseen for this purpose, in accordance with the prevailing regulations.  
Conduct inventory management of empty containers to ensure stock is never depleted.  
Preparing waste so that it can be safely and properly loaded for transport.  
Handling the administration such that the transport can take place properly and on time. ETC

#### **Qualifications & Experience**

Leaving cert or equivalent  
1-2 years experience in waste management or relevant waste experience in Pharma/Production Petro-Chemical environments.  
Forklift licence an advantage  
Be able to work well on your own or as part of a team - Attention to detail - Good communication skills  
Safe Pass (desirable but not essential as training will be provided)  
Chemical awareness and advantage

Full details of the above position, including job description and application procedures are available on:

<https://www.irishjobs.ie/Jobs/Waste-Operative-MSD-8935650.aspx>

## **JOB PACK VACANCIES SOUTH TIPPERARY**



### **Sales Assistants - Mr. Price Branded Bargains, Carrick-on-Suir, County Tipperary**

Full Time Positions available

#### **Role Responsibility**

Candidates will be hardworking, reliable & flexible.

Successful candidates will be provided with on-the-job training.

#### **Role Involves**

Stock Replenishment, merchandising, stock rotation.

Providing friendly welcomes & assistance to all Mr. Price customers.

Operating tills, carrying out cashier duties.

Providing the highest possible standard of customer service at all times.

Maximizing sales by providing customers with info on our special offers.

Responsible for the general upkeep and cleanliness of the shop floor and other areas.

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Waterford&sort=date&vjk=0bcb7539b013a83b>

### **Pick and Pack Operator - MATRIX Recruitment Group, Clonmel, County Tipperary**

You will work as a Pick and Pack Operator for a client, a Pharmaceutical Company in Clonmel.

You will be working as part of the Warehouse Team, responsible for inbound receipt, replenishment of pick faces, repackaging, cycle counting & distribution of medicinal products.

This is full-time, permanent position (39-hours p/w). Shift work 1.30pm to 10.00pm Monday to Thursday, Friday 12pm to 8pm. €13.97 per hour (€12.70 + 10% shift premium).

Closing date for applications is Monday 20th March.

#### **Key duties & responsibilities:**

Handling and insertion of light materials

Adhere to all SOP's (Standard Operating Procedure's)

Operating Lifting Equipment.

Undertaking visual inspections for quality purposes.

Remaining vigilant to defects or faulty materials.

Working towards achieving daily and weekly customer order requirements.

Adhering to all Health, Safety and Quality standards.

Working day/evening shifts from Monday to Friday.

Pick and pack, order replenishment, wholesale order picking, inbound deliveries receipt & cycle counting

#### **What are they looking for?**

Experienced in operating warehousing lifting equipment is desirable.

Warehouse experience is essential.

Excellent attention to detail with good manual dexterity

Good communication skills

Adaptable and flexible

Ability to work as part of a team

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Clonmel%2C+County+Tipperary&sort=date&vjk=ed6b9eccaa8347fc&advn=7981777763511821>



## **JOB PACK VACANCIES SOUTH TIPPERARY**



### **Horticulture Operative - STABLEFIELD LIMITED, Clogheen , Co. Tipperary**

No of positions: 20

39 hours per week

Duties to include harvesting of mushrooms as per customer product requirements while applying policies and procedures aimed to maximise the yield, optimise mushroom quality and achieve performance targets as set by the company.

Applicants may email a CV to: [careers@stablefield.com](mailto:careers@stablefield.com) or telephone 086 8226828.

Full details of the above position, including job description and application procedures are available on:

<https://jobsireland.ie/en-US/job-Details?id=2269982>

### **Customer Assistant (Full time) - Circle K, Cashel, Co. Tipperary**

Circle K, Cashel, Co. Tipperary is now hiring for a full time Customer Assistant

The Successful Candidate will:

Work on a 37.5-hour weekly contract (5 days per week).

Be fully flexible to work throughout the week.

The retail stores are busy places so you will need to enjoy working in a high performance, target driven environment. You will be part of a team; however successful candidates will use their initiative every day to make sure that safety is our priority while delivering on our values. A typical day working in Circle K might include:

Serving customers.

Merchandising in the store.

Preparing Food and K coffee.

Cleaning throughout the store.

Generating sales leads for our fuel card team.

Full details of the above position, including job description and application procedures are available on:

<https://www.jobs.ie/ApplyForJob.aspx?Id=2132797>



**PART-TIME ROLES**

Customer Service Agent - Part Time (weekends) - HO Support, Clonmel, County Tipperary

A global organisation within the IT industry with multiple sites across Ireland are hiring an enthusiastic team of customer service executives to work within their Clonmel, Co. Tipperary office. This will be based onsite, in which you will receive fully paid in office training.

As a Customer Service Executive, you will receive customer queries and be tasked with bringing a successful resolution to these customer queries. You will promote services and solutions while maintaining excellent customer service and meeting your daily targets. Full paid training (office based) will be provided with continued support throughout your career, you do not need previous experience but it will be an advantage. This position is part time, office based in Clonmel, Co. Tipperary.

20 hours per week; Tuesday 5pm -9pm, Saturday 9am - 5.30pm & Sunday 9am - 5.30pm.

What you'll need to succeed

In order to succeed in this role, you will speak fluent English and have excellent communications skills, both written and verbal. Prior experience in customer service in a fast-paced environment will be an advantage, but this is not necessary. This role will suit a driven individual who has an excellent work ethic, enjoys a target driven environment, has a passion for customer service and who would like to progress in their career.

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Clonmel%2C+County+Tipperary&sort=date&vjk=e5b3c43b2d1edec3>

**Legal Secretary/Receptionist - Sheehy Manton Solicitors, Fethard, County Tipperary**

**Legal Receptionist/Secretary required to support a busy Legal office.**

Skills

Experience in Office Administration required, training will be provided in legal case management system.

Have excellent communication skills and an ability to deal with clients in a friendly and courteous manner.

Knowledge of MS Office and ability to work with legal technology (court-filing computer systems, transcription software, dictaphone, etc a distinct advantage).

Production of all documents, correspondence, pleadings, briefs accurately and in a timely manner;

Have the ability to multitask, work on own initiative and work as part of a team and under direction of supervising Solicitor.

General reception/secretarial duties such as answering phones/emails, arranging appointments and photocopying will also be required.

Salary will be commensurate with qualifications and experience.

Job Types: Part-time, Permanent

Full details of the above position, including job description and application procedures are available on:

<https://ie.indeed.com/jobs?q=&l=Clonmel%2C+County+Tipperary&sort=date&vjk=eb6104401fa3b38e>



**JOBS IRELAND.IE  
PAID VACANCIES**

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Partner



Comhpháirtíocht Leader  
Phort Láirge

Waterford Leader  
Partnership



South Tipperary  
Development CLG



**Search for your next job**



Keyword








Location

Vacancy Type

Employment Type

Waterford

Full Time

	<p><b>Healthcare Assistants - Mowlam Healthcare Services Unltd - Ref: #JOB-2270972</b>  Tramore Nursing Home, Tramore, Co. Waterford - 39 hours per week  Published On: 13 Mar 2023 - Closing On: 10 Apr 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270972">https://jobsireland.ie/en-US/job-Details?id=2270972</a></p>
	<p><b>Outbound Sales Support - FOCUS ONE - Ref: #JOB-2270713</b>  Waterford City - No of positions: 2 - 36 hours per week  Published On: 13 Mar 2023 - Closing On: 07 Apr 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270713">https://jobsireland.ie/en-US/job-Details?id=2270713</a></p>
	<p><b>Experience Meat Processor Operative - DAWN MEATS IRL - Ref: #JOB-2270676</b>  Multiple Locations - No of positions: 110 - 39 hours per week  Published On: 09 Mar 2023 - Closing On: 06 Apr 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270676">https://jobsireland.ie/en-US/job-Details?id=2270676</a></p>
	<p><b>Assistant Cook - Little Sisters of the Poor - Ref: #JOB-2269410</b>  St Joseph's Care Home, Ferrybank, Waterford - 30 hours per week  Published On: 02 Mar 2023 - Closing On: 30 Mar 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2269410">https://jobsireland.ie/en-US/job-Details?id=2269410</a></p>
	<p><b>Health Care Assistant - Ref: #JOB-2269149</b>  Carrigeen, Cappoquin, Waterford - No of positions: 2 - 39 hours per week  Published On: 01 Mar 2023 - Closing On: 29 Mar 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2269149">https://jobsireland.ie/en-US/job-Details?id=2269149</a></p>
	<p><b>Dairy Farm Assistant - Farm Solutions Ltd - Ref: #JOB-2270346</b>  Carrick-On-Suir, Co. Waterford - 39 hours per week  Published On: 08 Mar 2023 - Closing On: 05 Apr 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270346">https://jobsireland.ie/en-US/job-Details?id=2270346</a></p>
	<p><b>Seasonal Guide Information Officer - Ref: #JOB-2271328</b>  ROSCREA Heritage Centre , Castle Street , Roscrea , Co. Tipperary  OPW, King John's Castle , Davitt's Quay , Dungarvan , Co. Waterford  No of positions: 2 - 40 hours per week  Published On: 14 Mar 2023 - Closing On: 21 Mar 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2271328">https://jobsireland.ie/en-US/job-Details?id=2271328</a></p>
	<p><b>Horticulture Operative - STABLEFIELD LIMITED - Ref: #JOB-2269982</b>  Clogheen, Co. Tipperary - No of positions: 20 - 39 hours per week  Published On: 07 Mar 2023 - Closing On: 04 Apr 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2269982">https://jobsireland.ie/en-US/job-Details?id=2269982</a></p>
	<p><b>Marketing Associate Professional -Digital Media Marketing Executive</b>  <b>Ref: #JOB-2270471 - Clonmel, Tipperary</b>  Published On: 09 Mar 2023 - Closing On: 05 Apr 2023  <b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270471">https://jobsireland.ie/en-US/job-Details?id=2270471</a></p>



# **JOBS SEARCH WEBSITES**

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Phort Láirge

Waterford Leader  
Partnership



South Tipperary  
Development CLG

## JOB SEARCH WEBSITES



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

WATERFORDJOBS

<https://waterfordjobs.ie/>



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

**glassdoor**

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

**JobAlert.ie**

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

**IRISHJOBS.IE**

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

**JobsDoneDeal**

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

**ADVERTS.ie**

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

**indeed**

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



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

**CLS RECRUITMENT**

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



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



<https://www.gumtree.ie/s-jobs/waterford/v1c8l3300023p1>



<http://wardpersonnel.com/>



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



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

**MONSTER**

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

**jobtome**

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



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

**Beat.**

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

**cpl.** the best people for the job

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





**Unemployed, on a training course or an Active Labour Market Programme (CE, Tús, WPEP, etc)?**

- Invites to membership meetings (every 6 weeks to 2months)
- A hardback copy of 'Working for Work' (on request)
- Have a say in the forming of INOU policy
- Ability to submit articles to eBulletin



## Join the INOU as a member

The **INOUE** is a federation of unemployed people, unemployed centres, unemployed groups, community organisations and Trade Unions.

Being an INOU Individual member will give people access to expert welfare rights information service; invitations to online Individual members meetings and other online events; information on training courses and jobs; copies of their ebulletin, their e-based newsletter; a copy of their main publication, Working for Work and opportunities to meet and talk with other members. There is also an opportunity, if unemployed members would like, to get more involved in the work of the organisation.

### You can join the INOU as someone who is:

If you are unemployed, on a training course, or on an Active Labour Market Programme (CE, Tús, WPEP, etc...) you can join the INOU as a member for free!

<https://buff.ly/2XhUoZh>

### As an Individual Member you will:

If requested, receive a FREE hardback copy of 'Working for Work'

View a PDF copy of our comprehensive welfare rights, training, education and job seeking publication here, Working for Work

Access to the INOU's FREE, expert, confidential and impartial Welfare Rights Information services

Opt to receive a FREE copy of the INOU's emailed newsletter, the E-Bulletin

An invitation to an introductory meeting in the INOU or on Zoom, depending on Covid Restrictions

Invitations to meetings with other INOU Individual Members every six weeks to two months

View the INOU Jobs Watch page [CLICK HERE](#)



# WPEP OPPORTUNITIES

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**Intreo** | Partner



Comhpháirtíocht Leader  
Phort Láirge

Waterford Leader  
Partnership



South Tipperary  
Development CLG



Keyword

Location

Vacancy Type


Keywords: e.g. 'Teacher'

Waterford

Work Placement Experience Program

**This work experience programme (WPEP) provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers that are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme. Your eligibility for this programme will have to be verified by the Department as part of the application process.**

### WPEP Schemes available in Waterford and Sth Tipperary

	<p><b>Warehouse Operative - M. KELLIHER 1998 Ltd - Ref: #WPEP-2270986</b> KELLIHERS ELECTRICAL, Tramore Rd Bus Pk, Waterford Published On: 13 Mar 2023 - Closing On: 08 May 2023</p> <p><b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270986">https://jobsireland.ie/en-US/job-Details?id=2270986</a></p>
	<p><b>Retail Assistant - Irish Cancer Society - Ref: #WPEP-2270497</b> 118-119 The Quay, Waterford City Published On: 14 Mar 2023 - Closing On: 09 May 2023</p> <p><b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2270497">https://jobsireland.ie/en-US/job-Details?id=2270497</a></p>
	<p><b>Receptionist/Administrators Assistant - Dunmore East Golf Club Ltd - Ref: #WPEP-2269597</b> Dunmore East, Co. Waterford Published On: 03 Mar 2023 - Closing On: 28 Apr 2023</p> <p><b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2269597">https://jobsireland.ie/en-US/job-Details?id=2269597</a></p>
	<p><b>Accounts/Admin Assistant - Treo Portlairge CLG - Ref: #WPEP-2267489</b> Kilbarry, Waterford Published On: 21 Feb 2023 - Closing On: 18 Apr 2023</p> <p><b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2267489">https://jobsireland.ie/en-US/job-Details?id=2267489</a></p>
	<p><b>Retail Assistant - Enable Ireland Disability Services - Ref: #WPEP-2261315</b> 61 Parnell Street, Dungarvan Published On: 12 Jan 2023      Closing On: 09 Mar 2023</p> <p><b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2261315">https://jobsireland.ie/en-US/job-Details?id=2261315</a></p>
	<p><b>Administration Assistant - Shee And Hawe Limited - Ref: #WPEP-2268253</b> Carrick-On-Suir, Co. Tipperary Published On: 03 Mar 2023 - Closing On: 28 Apr 2023</p> <p><b>Apply Via:</b> <a href="https://jobsireland.ie/en-US/job-Details?id=2268253">https://jobsireland.ie/en-US/job-Details?id=2268253</a></p>



# COMMUNITY EMPLOYMENT VACANCIES

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Phort Láirge

Waterford Leader  
Partnership



South Tipperary  
Development CLG



## COMMUNITY EMPLOYMENT SCHEMES

CE Schemes are developmental opportunities, no experience necessary. Accredited training will be provided to support your career.

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for these vacancies. Vacancy Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over for the Childcare, Health and Social Care sectors and 25 years of age or over for all other areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

**All available CE Schemes are advertised on <https://www.jobsireland.ie/>**

**See below for details on some of the available schemes in Waterford City & Surrounds**

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### Waterford Arts and Heritage - Ref: #CES-2271478

**Location:** Theatre Royal, The Mall, Waterford

**Job Title:** Box Office Assistant

**Hours:** 19.5h / week

**Duties:** process all general public bookings, via telephone, email or over the counter sales. Daily reconciliations of cash and credit card transactions. To provide assistance to the marketing desk on an ongoing basis as required.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2271478>

### Waterford Combined Community Schemes Ltd - Ref: #CES-2271201

**Location:** Ballytruckle Road, Waterford

**Job Title:** Office Administrator x 2

**Hours:** 19.5h / week

**Duties:** General office administration, updating databases, recording all incoming and outgoing calls and post, general office upkeep and housekeeping, and the day to day running of a busy office.

- Maintain a record of all policies in operation within WIDA, and comply with all WIDA strategies and policies.
- Ensure that visitors attending the WIDA office are recorded on a daily basis
- An excellent opportunity to gain invaluable work experience and complete training in administration.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2271201>

### Waterford Association Of Sports Clubs - Ref: #CES-2265015

**Location:** VILLA F.C., Connors Park, Ozier Park Terrace, Waterford

**Job Title:** CARETAKER

**Hours:** 19.5h / week

**Duties:** Cleaning Dressing rooms, Clubhouse, Outside area - Laundry Of Club Kits - Litter Monitoring  
Painting - Basic Diy

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2265015>

### Waterford Association Of Sports Clubs - Ref: #CES-2251626

**Location:** Passage East, Co. Waterford

**Job Title:** CLERICAL ASSISTANT

**Hours:** 19.5h / week

**Duties:** Typing, Filing, Answering Telephone, Dealing With Queries. Computer Skills Essential. Taking Bookings

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2251626>

### Tay Valley CLG - Ref: #CES-2248926

**Location:** Stradbally, Co. Waterford

**Job Title:** Domestic Cleaner - Stradbally GAA

**Hours:** 19.5h / week

**Duties:** Indoor and outdoor cleaning of all areas in the club house and dressing rooms and general cleaning duties. Location Stradbally GAA Centre. Contact [tricia@tayvalleyce.com](mailto:tricia@tayvalleyce.com) for details.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2248926>



South Tipperary  
Development CLG

## COMMUNITY EMPLOYMENT SCHEMES

CE Schemes are developmental opportunities, no experience necessary. Accredited training will be provided to support your career.

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**All available CE Schemes are advertised on <https://www.jobsireland.ie/>**

**See below for details on some of the available schemes in Waterford County & Surrounds**

---

**West Waterford GAA Clubs Ltd - Ref: #CES-2268970**

**Location:** Fourmilewater GAA, Ballymacarbry, Co. Waterford

**Job Title:** Sportsground Worker

**Hours:** 19.5h / week

**Duties:** 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.

**Location:** Nire/Fourmilewater.

**Apply via:** To apply please send copy of CV to: [wwgaclubs@gmail.com](mailto:wwgaclubs@gmail.com)

**West Waterford GAA Clubs Ltd -Ref: #CES-2263823**

**Location:** Dungarvan, Co. Waterford

**Job Title:** Cleaner/ Groundsperson in Dungarvan GAA Club

**Hours:** 19.5h / week

**Duties:** Duties to include field maintenance, cutting GAA fields, lining fields, resodding goal mouths, weed control, litter control, general maintenance, upkeep of playing pitches, clubhouse, stand, car park, cleaning dressing rooms and toilets and in Dungarvan GAA Club grounds.

**Apply via:** To apply please send copy of CV to: [wwgaclubs@gmail.com](mailto:wwgaclubs@gmail.com)

**LISMORE COMMUNITY DEVELOPMENT CLG - Ref: #CES-2270466**

**Location:** Tallow, Co. Waterford

**Job Title:** Maintenance

**Hours:** 19.5h / week

**Duties:** Associated Tidy Towns Work, litter picking, pest control, planting, digging, pruning a variety of plants, trim hedges, leaf blowing and collection, sweeping areas, maintain flower beds, maintain walks and walkways etc., painting buildings and various items, repair stone walls. Grass cutting with Hop-on Lawnmower, Driving Licence would be an advantage. Various other duties from time to time as required. Please forward an up to date CV.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2270466>

**West Waterford Community Development Group Limited - Ref: #CES-2270369**

**Location:** Dungarvan, Co. Waterford

**Job Title:** Administration St Mary's Parish Office

**Hours:** 19.5h / week

**Duties:** Reception and Customer Care. Strong ability to communicate effectively. Answering calls, taking messages and handling correspondence. Computer literate and proficient in the use of Word, Excel, Desk Top Publishing a distinct advantage. Candidate will receive on the job training to help get used to the office procedures. This is a training opportunity and any training or up skilling needed to enhance existing or new skills will be encouraged.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2270369>



## COMMUNITY EMPLOYMENT SCHEMES

CE Schemes are developmental opportunities, no experience necessary. Accredited training will be provided to support your career.

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for these vacancies. Vacancy Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over for the Childcare, Health and Social Care sectors and 25 years of age or over for all other areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

**All available CE Schemes are advertised on <https://www.jobsireland.ie/>**

**See below for details on some of the available schemes in South Tipperary & Surrounds**

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### **CLONMEL COMMUNITY NETWORK LIMITED - Ref: #CES-2271598**

**Location:** Clonmel Community Resource Centre, Clonmel, South Tipperary

**Job Title:** Caretaker / Cleaner

**Hours:** 19.5h / week

**Duties:** Opening and closing building as required. Front of house duties/ customer care, Ensure all areas are maintained to a high standard of cleanliness and adhere to all Health and Safety regulation. Set up meeting rooms as directed. Maintain small garden area and all approaches to the Centre. Undertake general cleaning and routine repairs. Become familiar with and operate fire and burglar alarms. Manage rubbish clearance from meeting rooms for all in house groups.. Any other reasonable tasks required by the manager

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2271598>

### **Youth Work Ireland Tipperary - Ref: #CES-2271288**

**Location:** 17 Bank Place, Tipperary Town, Co. Tipperary

**Job Title:** Creative Places Assistant

**Hours:** 19.5h / week

**Duties:** Communications with community groups, artists and local people, maintenance of social media platforms, administration work such as keeping budget and other records, ordering materials and booking venues.

The role involves supporting arts and consultation workshops with the Creative Places Coordinator and a range of artists to welcome and involve people in activities.

This role is suited to a curious person who is organised, enjoys working with people and is interested in the role that creativity and the arts can play in society.

Must be flexible with regards to hours, as some weekend and evening work is involved.

More information about Creative Places: <https://www.artscouncil.ie/Arts-in-Ireland/Strategic-development/Creative-Places>

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2271288>

### **COS Culture & Sport CE Project CLG - Ref: #CES-2261380**

**Location:** Carrick-On-Suir, Co. Tipperary

**Job Title:** Research Development Officer - COSDA

**Hours:** 19.5h / week

**Duties:** To assist the Carrick on Suir Business and Development association with general administrative tasks. To support in the promotion and maintenance of their services.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2261380>

### **Tipperary County Council Carrick on Suir Municipal District - Ref: #CES-2271212**

**Location:** Carrick-On-Suir, Co. Tipperary

**Job Title:** Garden Worker x 2

**Hours:** 19.5h / week

**Duties:** Maintenance of the parks and open spaces in the town through grass cutting, hedge cutting, weed control, seasonal planting and litter management. Character reference required.

**Apply via:** <https://jobsireland.ie/en-US/job-Details?id=2271212>





# TRAINING OPPORTUNITIES

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Comhpháirtíocht Leader  
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Waterford Leader  
Partnership



South Tipperary  
Development CLG



REF	COURSE TITLE	PROVIDER	LOCATION	STARTS	CATEGORY	TYPE
<a href="#">392251</a>	<a href="#">Skills to Compete - Barista and Café Skills</a>	Waterford Training Centre	Waterford City	20/03/2023	Services	F
<a href="#">376104</a>	<a href="#">Connect Programme STC Office Administration / Call Centre Operations 5M1997 - 2023</a>	Waterford Training Centre	Waterford City	20/03/2023	Business and administration and law	F
<a href="#">374439</a>	<a href="#">Electrical Testing and Verification</a>	Waterford Training Centre	Waterford City	26/03/2023	Engineering, manufacturing and construction	E
<a href="#">389976</a>	<a href="#">Skills to Advance Milling- Evenings</a>	Waterford Training Centre	Waterford City	27/03/2023	Engineering, manufacturing and construction	P
<a href="#">389807</a>	<a href="#">Safepass - with Sign Language Interpreter</a>	Waterford Training Centre	Waterford City	31/03/2023	Engineering, manufacturing and construction	E
<a href="#">371467</a>	<a href="#">Skills to Compete An Introduction to the Pharmaceutical Industry Night Class</a>	Waterford Training Centre	Waterford City	18/04/2023	Engineering, manufacturing and construction	E
<a href="#">370376</a>	<a href="#">Skills To Compete First Aid Responder PHECC (Evenings)</a>	Waterford Training Centre	Dungarvan	12/04/2023	Services	E
<a href="#">398136</a>	<a href="#">Safepass - Evenings</a>	Waterford Training Centre	Dungarvan	18/04/2023	Engineering, manufacturing and construction	E
<a href="#">360296</a>	<a href="#">Customer Service (4N1989) Employment Skills - Cappoquin</a>	West Co Waterford BTEI	Cappoquin	19/04/2023	Generic programmes and qualifications	P
<a href="#">388096</a>	<a href="#">Pathway To Employment (General Learning) (Community)</a>	Tipperary Training	Clonmel	27/03/2023	Generic programmes and qualifications	F
<a href="#">373067</a>	<a href="#">Forklift Operator with (Manual Handling &amp; Safepass)</a>	Tipperary Training	Carrick-On-Suir	27/03/2023	Services	F
<a href="#">399359</a>	<a href="#">Construction Skills Certificates: Safepass, Manual Handling &amp; Abrasive Wheels</a>	Tipperary Training	Tipperary Town	03/04/2023	Engineering, manufacturing and construction	F
<a href="#">384427</a>	<a href="#">Dry Lining (with NZEB Fundamental Awareness)</a>	Tipperary Training	Tipperary Town	03/04/2023	Engineering, manufacturing and construction	F
<a href="#">384113</a>	<a href="#">Plastering Skills - Basics (with NZEB Fundamental Awareness)</a>	Tipperary Training	Tipperary Town	10/04/2023	Engineering, manufacturing and construction	F
<a href="#">399027</a>	<a href="#">Certified Barista Skills - Beginners</a>	Tipperary Training	Carrick-On-Suir	11/04/2023	Services	E
<a href="#">396334</a>	<a href="#">Car Driver Theory Test Preparation</a>	Adult Learning Scheme (South)	Clonmel	19/04/2023	Generic programmes and qualifications	P
<a href="#">378277</a>	<a href="#">HACCP Skills to Compete EHA Primary Certificate in Food Safety Course</a>	Community Education South	Clonmel	19/04/2023	Services	P

F = Fulltime P = Part-time O = Online E = Evening

<https://www.fetchcourses.ie/course/finder?search=1&view=0>



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Board of Education  
Office of Education  
Tipperary Education and  
Training Board

# **FORKLIFT OPERATOR**

**INCLUDES:**

**REACH  
COUNTERBALANCE  
POWER PALLET TRUCK  
SAFEPASS  
MANUAL HANDLING  
WORKPLACE SAFETY**

## **CARRICK - ON -SUIR**

Full time | 4 weeks  
Starts March 2023

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

Call: 052 6134333

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Now**



# HOMECARE ASSISTANT (FULL TIME)



## Course Description

The aim of this 8-week programme is to provide learners with the knowledge, skills, and competencies to work as a Home Care Assistant. This is a full-time tutor-led course over eight weeks and classes will be delivered from 08:30-15:45 Mon-Thurs, 08:30-12:45 Fri.

### CERTIFICATION

Upon successful completion of this course, the learner will receive a QQI Level 5 Component Certificate for the following awards:

**Care of the Older Person** (5N2706), **Care Skills** (5N2770)

The learner will also receive **Pre-Hospital Emergency Care Certificate** (PHECC) in First Aid Response.

### ASSESSMENTS

Skills demonstrations will take place in a classroom setting. Assignments and Projects will be submitted through Moodle.

### COURSE MATERIALS

All course materials will be supplied.

### COURSE CONTENT

The Home Care Assistant course is designed to help learners acquire the key skills needed to gain entry to the important and expanding field of Health and Social Care. The course is based around the core modules Care Skills and Care of the Older Person. In addition PHECC First Aid Responder and Patient Handling modules are also covered on this course.

#### Care Skills 5N2770

- Understanding the physical, emotional, social, psychological and spiritual needs of a range of people both as individuals and as part of a wider group.
- Learning the range of interpersonal skills needed in dealing with clients and service users such as empathy, respect, patience and effective communication.
- Assisting clients and service users with dressing, grooming, eating, drinking, toileting, continence promotion, mobility and supporting their social needs.
- Learn the techniques of safely working and how to enhance and support the privacy, dignity, independence and positive self-image of clients within a care setting.

#### Care of the Older Person 5N2706

- Learn how the Health Care Assistant plays a vital role in promoting positive attitudes to ageing and the statutory and voluntary agencies who promote the wellbeing of older people.
- Gain important insights in a range of age related issues, including healthy ageing, global and national demographic trends including the normal physiological and psychological processes of ageing.
- Understand the social impact of ageing on older people and differing attitudes within society to ageing and older people.
- Explore ways to promote care for the older person through empowerment and partnership with families via advocacy, independence, person-centred care, dignity, respect, choice and self-esteem.

### JOB OPPORTUNITIES

Individuals seeking to work as a Home Care Assistant by upskilling and gaining a valuable qualification in the area of Health and Social Care.

### LEARNER ENTRY REQUIREMENTS

**Education:** Leaving Cert or equivalent educational attainment.

**Aptitude:** Motivation to learn new skills. An interest in Health and Social Care issues. Both verbal and written English language skills plus basic internet and word processing competencies.



## NEXT COURSES

Starting in  
Waterford & Wexford  
**2023**

For further details contact  
**087-1958761**  
**051 301500**  
or  
**recruit@wwetb.ie**



# LEGAL ADMINISTRATION SUPPORT



## NEXT COURSES

Course starting in  
**Waterford  
2023**

For further details contact  
**051-301500**  
**087-1958761**  
or  
**recruit@wwetb.ie**

## Course **Description**

The aim of this QQI Level 5 course is to equip learners with a high standard of administrative, legal, medical and IT skills to gain employment in a legal administrative environment. The Legal Practice and Procedures module will allow learners to gain an overview of this area.

The duration of this full-time course is 20 weeks.

### **CERTIFICATION**

Upon successful completion of this course, the learner will receive a QQI Level 5 Component Certificate for the following awards:

**Text Production** (5N1422)

**Audio Transcription** (5N1549)

**Legal Practice and Procedures** (5N1394)

### **COURSE MATERIALS**

All course study materials and equipment will be supplied.

### **COURSE CONTENT**

#### **Text Production**

Produce a range of documents to a mailable standard with a minimum speed of 35 words per minute.

#### **Audio Transcription**

Operate an audio transcription unit, understand the conventions of written language and numeracy, apply appropriate layout and presentation, proof documents, produce fluent text and attain minimum production standards.

#### **Legal Practice & Procedures**

Provides an overview of the Irish legal system and provides the learner with the language, skills and knowledge to work in a legal environment.

#### **Work Placement**

This course includes a four-week work placement in a legal office environment. Completion of work placement has proven very successful in assisting learners to get full-time positions.

### **JOB OPPORTUNITIES**

The successful completion of this Legal Administration Support course will enable learners to source employment in the area of legal administrative support in a legal office environment to include office administration, audio transcription and legal records management.

### **LEARNER ENTRY REQUIREMENTS**

**Education:** Applicants seeking entry onto the programme must have reached the current statutory school leaving age and have achieved a QQI Level 4 Major Award or its equivalent prior to entry on to the programme.

**Aptitude:** Good numerical and communication skills are essential, including verbal and written command of the English language. Good organisational skills and the capacity to work under pressure is essential.

**Previous Experience:** Good working knowledge of Word Processing as well as a proficiency to copy type at 20 words per minute are also essential.



# Multimedia



## Course Description

The aim of this programme is to enable learners to choose various IT modules within, office productivity, digital imaging, creative & desktop publishing software, software development and IT maintenance, security and network support at an introductory/associate level within a blended learning environment. The Multimedia Facility offers a flexible timetable/study plan with tutor workshops, demonstrations and online learning resources in a self-directed learner focussed environment: Mon-Thurs: Morning Session: 9:00-12:00, Afternoon Session: 13:00-15:45, Fridays: 09:00-12:45.

## Contact us today

Waterford Wexford Training Services

Email: [recruit@wwetb.ie](mailto:recruit@wwetb.ie)

Tel: 051 301500 or 087-1958761

Waterford Training Centre, Industrial Estate, Cork Road,  
Waterford, X91 PX02.



Rialtas na hÉireann  
Government of Ireland



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NextGenerationEU

WWETB is funded by the European Union - NextGenerationEU



## Course Content

- **International Computer Driving License (ICDL) formerly ECDL Core & Advanced**
- **Microsoft Office Specialist (MOS) Core & Expert**
- **Microsoft Certified Fundamentals (MCF)**
- **Adobe Certified Professional (ACP) formerly Adobe Certified Associate (ACA)**
- **Autocad Certified User (ACU)**
- **Intuit Certifications such as Quickbooks (QBCU) & Bookkeeping Professional**
- **Entrepreneurship & Small Business (ESB)**
- **Certiport Information Technology Specialist (ITS)**

## Entry Requirements

**Education:** No formal education is required.

**Aptitude:** Learners should have an interest in Information technology and be interested in progressing within the productivity, and software development of IT Security strands of Information technology. Learners should be able to take initiative for their own learning in a facilitated learning environment and set individual learning goals. Both verbal and written English language skills are essential.

**Previous Experience:** Previous Experience: Learners should have some previous knowledge of using computers and familiarity with the internet and email.

For the full range of courses please  
scan the QR CODE below.



**NEXT COURSE...**

**On going in 2023/2024**

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



## Course Description

This is a full time tutor led course. Learners should be aware that this 43 week course is a full-time commitment and classes will be delivered from 08:30 -15:45 Mon - Thurs, 08:30-12:45 Fri.

### CERTIFICATION

Upon successful completion of this course, the learner will receive a:

**Quality and Good Manufacturing Practice** 5N1959

**Health, Safety and Environmental Awareness** 5N2158

**Plant Utilities** 5N3484

**Continuous Improvement in Manufacturing** 5N1915

**Six Sigma Yellow Belt** (CSSC)

### COURSE EQUIPMENT & MATERIALS

All Course materials will be supplied.

### COURSE CONTENT

#### Quality & Good Manufacturing Practice

Perform a range of manufacturing tasks in compliance with quality standards and good manufacturing practice.

#### Continuous Improvement in Manufacturing

Utilise a range of continuous improvement methodologies whilst working at operative level in the life sciences manufacturing sector. This module also includes Six Sigma Yellow Belt training.

#### Health, Safety & Environmental Awareness

Perform a range of tasks in compliance with current health, safety and environmental regulations and controls for the manufacturing or services sector.

#### Plant Utilities

Undertake a range of fluid transfer related tasks whilst working at operative level in the life sciences manufacturing sector.

#### Unit Operations

Describe principle of unit operations and discuss theory and application of typical unit operations in pharmaceutical manufacturing.

#### IT & Process Control

Explain the role and responsibilities of a process operator in pharmaceutical manufacturing; describe the purpose of the equipment used in automation systems, operate process control equipment through use of control panels, dedicated controllers, programmable logic controllers, computers and basic word processing software.

#### In-Company Work Placement

This course includes a 12-week (375hrs) in-company placement in the Life Sciences/Manufacturing sectors. This has proven very successful in assisting learners get full-time positions on previous courses.

### JOB OPPORTUNITIES

Successful completion of this programme enables learners to source employment in the Life Sciences/Manufacturing sector in a range of skill areas to include operator/ technician and ancillary support roles where compliance to cGMP and knowledge of Continuous Improvement is a requirement.

### LEARNER ENTRY REQUIREMENTS

**Education:** Applicants seeking entry to the programme must have achieved a minimum of a QQI Level 4 Major Award or its equivalent prior to entry to the programme.

**Aptitude:** Good verbal and written command of the English language. ECDL qualification is desirable or a good working knowledge of MS Office software.



## NEXT COURSES

Course starting  
**Waterford**  
**2023 / 2024**

For further details contact

**087-1958761**

**051-301500**

or

**recruit@wwetb.ie**



# DELIVERY DRIVER

## FULL TIME



## NEXT COURSES

Course starting in  
Waterford & Wexford  
**2023**

For further details contact  
**051-301500**  
**087-1958761**  
or  
**recruit@wwetb.ie**

## Course **Description**

The aim of this programme is to enable the learner to acquire the knowledge, skills and competence to achieve personal and work related goals and to drive a car in a safe manner and in accordance with the Road Traffic Acts. The duration of this full time course is 9 weeks.

### CERTIFICATION

Upon successful completion of this course, the Learner will receive a:

**Department of Transport Category B Driving Licence**

**Department of Transport Certificate in Driving - Delivery**

**QQI Level 4 Certificate in Workplace Safety (TN1124)**

**First Aid Responder PHECC Certificate**

### COURSE MATERIALS

All course materials will be supplied.

### COURSE CONTENT

**Induction**

**Driver Category B - Car and Light Van Practical**

**Career Planning and Job Seeking Skills**

**Steps to Excellence for Personal Success**

**Workplace Safety**

**First Aid Responder PHECC**

**Safepass**

**Basic Routine Maintenance**

**Map Reading and Route Planning**

### JOB OPPORTUNITIES

The purpose of this 9 week course is to enable the learner to acquire the knowledge, skills and competence to achieve personal and work related goals; drive a car/light van in a safe manner and in accordance with the Road Traffic Acts and also to obtain employment as Delivery Drivers in the Transport Industry.

### LEARNER ENTRY REQUIREMENTS

**Education:** Applicants must have reached the current statutory school leaving age.

**Previous Experience:** Applicants must be in possession of a Learner Permit for a minimum period of three months prior to commencement of the course.

**Aptitude:** Good verbal and written command of the English language is required.

# PROFESSIONAL HGV TRAINING PROGRAMME

DEVELOPED IN CONJUNCTION WITH THE IRISH ROAD HAULAGE ASSOCIATION



## Background to the Programme

Waterford Wexford Training Services, part of WWETB, launched the Professional HGV Driving Programme in Wexford Town. The programme was developed in conjunction with the IRHA with the purpose of increasing standards within the Industry.

The programme is funded under the SOLAS Traineeship scheme (Shaping skills, building careers) and is accredited by City and Guilds. The Accredited element of the programme is based around the competencies demonstrated by the learners during the 8-week work experience built into this course; this includes assessed competencies for areas such as route planning, food safety, health & safety and customer service.

## Course Description

The aim of this 29 week course is to provide learners with the skills and related knowledge in the rules of the road, driving a heavy goods vehicle - rigid and artic body, care and maintenance of the vehicle, loading and unloading the vehicle, customer care and documentation and to develop personal effectiveness and job seeking skills.

### CERTIFICATION

On successful completion of this course a City & Guilds Accredited Professional HGV Training Programme Certificate will be awarded.

**Safepass, Driver CPC**  
**Driving HGV Rigid – Category C**  
**Driving Artic Body - Category CE**  
**PHECC First Aid Responder**  
**RTITB Reach Fork Lift Truck Driving Operator**  
**RTITB Vehicle Mounted Lift Truck (MOFFETT)**  
**ADR Driver Training**  
**Digital Tachograph**  
**RTITB Counterbalance Forklift Truck Driving Operator**  
**RTITB Power Pallet Truck**

### COURSE CONTENT

**Induction • Manual Handling & Fire Safety • First Aid Responder**  
**Safepass • ADR Driver Training • Driver CPC Training • Driving HGV Rigid Body**  
**Driving HGV Articulated Body • Route Planning • Customer Service in Logistics**  
**HGV Driver Walk Around Checklist • Digital Tachograph**  
**Food Safety in Logistics • Health, Safety & Security in Logistics**  
**Introduction to Warehousing • RTITB Counterbalance Forklift Truck Operator**  
**RTITB Reach Truck Operator • RTITB Power Pallet Truck & Tail Lift Operations**  
**RTITB Vehicle Mounted Lift Truck (MOFFETT) • Career Planning And Job Seeking Skills**  
**IRU - Load Securing • Work Placement Competency Schedule**

### JOB OPPORTUNITIES

Successful completion of this course will allow learners the opportunity to pursue a career as a professional HGV Rigid and Artic Truck Driver.

### LEARNER ENTRY REQUIREMENTS

A full current Category B Driving Licence and Irish learner permit Category C is a minimum requirement.



## NEXT COURSES

Starting in locations across  
 Waterford, Dungarvan,  
 Wexford & Gorey

**2023/2024**



For further details contact

**051-301500**

**087-1958761**

or

**recruit@wwetb.ie**





## NEXT COURSES

Course starting in  
**Waterford & Gorey**  
**2023**

For further details contact  
**051-301500**  
**087-1958761**  
or  
**recruit@wwetb.ie**

## Course Description

The aim of this full time course is to provide learners with the skills and related knowledge which will enable them to obtain employment as Category D licensed drivers of Large Public Service Vehicles. The course will also assist learners to develop their personal effectiveness and job seeking skills, it will run for 13 weeks and includes work placement.

### CERTIFICATION

Upon successful completion of this programme, the learner will receive a:

**Department of Environment Category D Driving Licence**

**RSA - Driver Certificate of Professional Competence (CPC)**

**CILT - Digital Tachograph**

**PHECC First Aid Responder**

### COURSE MATERIALS

All training materials are provided.

### COURSE CONTENT

- **Manual Handling And Fire Safety**
- **First Aid Responder PHECC**
- **Driving Bus Category D LPSV's**
- **CPC Category D LPSV's**
- **Digital Tachograph For LPSV's**
- **Documentation For LPSV's**
- **Technical Standards For LPSV's**
- **Customer Service**
- **Career Planning And Job Seeking Skills**
- **Work Placement**

### JOB OPPORTUNITIES

Successful completion of the programme will enable applicants to source employment as Category D licensed drivers of Large Public Service Vehicles.

### LEARNER ENTRY REQUIREMENTS

**Education:** Applicants must have reached the current statutory school leaving age and have attained a Junior Certificate standard or its equivalent.

**Aptitude:** Learners must have good verbal and written command of the English language. The ability to correctly interpret and respond to written instruction is essential for both the assessment and tuition elements of this programme. Good manual dexterity skills, spatial aptitude, good hand/eye co-ordination and numeracy skills are also a requirement for this course.

**Previous experience:** Category B driving experience.

**Special Requirements:** Current Learner Permit Category D Licence required. Learner Permit Category D Licence is required.

Essential Skills In

# CLASSIC CAR RESTORATION



## Training Units

- Health & Safety in the automotive Environment
- Tools & Equipment used in vehicle refinishing
- Motor vehicle body major repairs
- MAG - Vehicle body welding techniques
- MIG - Vehicle body brazing operations
- Preparing Metal and pre-painted surfaces
- Establishing paint defects
- Applying top coats & refinishing

## Course Objective

The aim of this course is to develop the skills & knowledge required to carry out body repairs to classic cars, motorbikes & light vans.

To develop the skills & knowledge required to prepare vehicles for foundation coat material using masking materials and develop the skills & knowledge required to apply foundation coat materials using a previously prepared and set spray gun.

## Certification

Upon successful completion of this programme the learner will receive a City & Guilds Certification

- 12 Places available
- The duration of this course is 20 weeks
- Training, Travel & Meal Allowance will be paid to eligible participants.

Waterford Wexford Training Services

**051 301500**

051 301555 or 087 1958761

[www.wwetbtraining.ie](http://www.wwetbtraining.ie)  
[recruit@wwetb.ie](mailto:recruit@wwetb.ie)

Waterford Training Centre  
 Industrial Estate, Cork Road



**NEXT COURSE...**  
 On going in 2022/2023





# Waterford Adult Educational Guidance Service

Guidance and Information on Education, Training Options for Adult Learners and Early School Leavers.

Are you looking for a second chance at education?

Are you recently unemployed?

Do you wish to upskill or retrain?

Want to hear more about education and training options?

Our service is free, supportive, and friendly.

## Contact us today

Email: [edytasienicka@wwetb.ie](mailto:edytasienicka@wwetb.ie)  
Tel: 051 302287

Waterford Adult Educational Guidance Service,  
WIT College Street Campus, Waterford, X91 RX4R  
Shraid an Cholaiste WIT, Port Láirge, X91 RX4R



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

COMMUNITY



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



# Waterford, South Tipperary Local Area Employment Service

**Intreo**  
Partner

## NO COST EMPLOYER OFFERING!

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- Free-of-charge Individual Recruitment Service
- Up to €10,000 JobsPlus Government Grant Available For Qualifying Clients
- Single point of contact via our Employer Liason Manager
- Candidate review & Skills Matching, all of our Clients are pre-screened
- Jobs advertised via Our Social platforms and Our Weekly Jobs Pack

## CONTACT US

 +353 51 304951

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

**Intreo**

Partner