



Clár Gníomhachtúcháin Pobail
agus Cúrsaí Sóisialta.



An Roinn Coimíre Sóisialaí
Department of Social Protection

Leitrim Jobs Board Weekly Job Bulletin

Leitrim Observer

MARCH 14 2024 | ISSUE NO.149



The organisation is currently seeking to fill the following fixed term positions,
based in Kilclare, Co. Leitrim.

SEASONAL WATERWAY PATROLLER

(2Posts)

Fixed Term Contract: 1st May to 30th September

Job Ref: 1486

All information relating to this post, including the application form, is
available on our website:

www.waterwaysireland.org

Waterways Ireland is an Equal Opportunities Employer.

We strive to create a diverse and inclusive workforce. As we are currently under-represented in our workforce, we would particularly welcome applications from applicants with a disability and in Northern Ireland only, applications from the Protestant Community.



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Applications are invited for the following position:

PART-TIME CLEANER (during school terms)

Drumshanbo Vocational School,
Drumshanbo, Co. Leitrim
(15 hours per week)

Please refer to: www.msletb.ie for further details.

MSLETB is an equal opportunities employer.



ARCHENGTECHCONSULTINGLTD
ARCHITECTS, ENGINEERS & PROJECT MANAGERS

Due to increased work load and company expansion, ArchEngTech Consulting Ltd, a leading Architectural, Engineering & Project Management Consultancy firms, has excellent opportunities for all grades including graduates in the following positions:

Architects | Engineers | Quantity Surveyors
Project Managers | Architectural Technicians
CAD Technicians

The positions are available in our Head Office in Strokestown, Co. Roscommon.

Interested candidates should submit their CV along with a cover letter by email to HR Department at :

info@archengtech.com on or before Friday 22nd March 2024.



Waiting Staff Required

.....
If your answer is **Yes** to the following
we would love to have you on our team!!

- Happy Smile & Good sense of humour
- Enjoy looking after Customers
- Previously worked in similar environment
- Barista Training (not essential)
- Fluent English

Also required
Trained Chefs
to join our Busy Kitchen

.....

If you are interested in joining our team, send your CV to:
info@cryanshotel.ie

or you can drop it into our reception with your best smile :)



CALLING ALL STUDENTS!

Are you studying Social Care, Nursing, Teaching, Speech & Language Therapy, Physiotherapy, Occupational Therapy or Community Development?
Would you like to gain experience related to your professional field?

We have an exciting opportunity for you!

Recruitment Open Day - County Roscommon
Monday 25th March 2024
10am - 6pm
BOCSI Main Offices, Lanesboro Street, Roscommon
F42XA62

- We are recruiting for students for summer employment and building a locum panel to cover holidays throughout the year.
- We have vacancies in the areas of Roscommon Town, Castlerea, Boyle, Strokestown and Athlone.

**Interviews will be held on the day,
please bring your updated CV and photographic ID.**

Driving Licence an advantage but not essential.

Competitive pay scale in line with Department of Health salary scales.

The Brothers of Charity Services Ireland is an equal opportunities employer.

For further information contact
careers.brothersofcharity.ie

090 66 28 500

Roscommon/Longford Network Area For Sale

Ready to be your own BOSS?

Have you got what it takes to be a Network member in Ireland's largest parcel delivery network?
Interested?

Please apply in confidence, to:

Des Travers - CEO

E: des.travers@dpd.ie

Closing date for receipt of applications:

Friday, 29th March, 2024.



dpd.ie





Sligo Sport and Recreation Partnership invites applications for the following position:

OUTDOOR RECREATION OFFICER (THEREE YEAR FIXED TERM CONTRACT OF EMPLOYMENT)

This new role of Outdoor Recreation Officer is central to the realisation of "Embracing Ireland's Outdoors," the National Outdoor Recreation Strategy, and is key to co-ordinating its successful implementation at a county level. This strategic post will require the officer to work in partnership with relevant statutory bodies and stakeholders in the outdoor sector, with the ultimate aim of increasing the number of people active in the outdoors while ensuring that best practice is implemented.

Job and Person Specification can be downloaded from the SSRP website at:
www.sligosportandrecreation.ie

Please send Cover Letter and Curriculum Vitae to:
info@sligosportandrecreation.ie

Closing date for receipt of application is 12noon Thurs 4th April 2024.

Short-listing of candidate may apply. The post is subject to Garda Vetting.

Sligo Sport and Recreation Partnership is an equal opportunities employer.

For all information see our website:
www.sligosportandrecreation.ie

email: info@sligosportandrecreation.ie



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Phone: 071 916 15 11

Ár dTodhchaí
Tuaithe
Our Rural
Future





OFFICE ADMINISTRATOR

Required

for Sligo Town
Auctioneering Office.

Full Time Position.

auctioneersoffice@gmail.com



Sligo Northside Community Partnership

Job Description

Accounts Administrator

Reporting to Manager



Overall purpose of Job

Provide administrative support to Manager for the CSP programme. This role is instrumental in ensuring that documentation and information is updated and maintained, ensuring a high level of account standard is upheld with the organisation.
Implementation and maintenance of appropriate systems and internal controls.

Tasks and Responsibilities

- Maintain computerised accounts system (current package is XERO)
- Maintenance of the established accounts procedures and systems - both manual and computerised in relation to the business of the centre and for each separate funded programme.
- Prepare and dispatch invoices for Clients.
- Bank Lodgements
- Legislation and Training.
- Be familiar with and implement/comply with relevant policies and procedures.
- Maintain professional confidentiality at all times.
- Ensure the work & activities are GDPR compliant.

Pay and Conditions.

- Working week is 37.5 hours, working hours are flexible.
- Salary negotiable.
- Garda clearance will be required for this position.

Essential Experience

- Competency in management, finance and accounting.
- Trained in computerised accounting.
- Proven team working skills.
- The ability to work effectively as part of a team.
- Excellent knowledge of computer / IT systems.
- Fully proficient on Microsoft Office suite.
- Strong communication skills, both written and verbal.
- Capable of working on their own initiative.
- Flexible and reliable.

Desirable Experience

- Training, qualification and skills in accounts administration.

Applications are particularly welcome from candidates who are entered on the Live Register, in receipt of benefits or seeking to transfer from schemes such as Community Employment

Please contact Sue Mahon for Application form and job spec.
Application only excepted on Application forms CVs not accepted.

Please forward applications to:
Manager.slignonorthside@gmail.com
by 5pm Wednesday 20th March 2024.



Are you a social care worker or health care assistant looking for a rewarding role working in a supportive and caring environment?

**Gateway Community Care has the job for you.
We have vacancies in Longford.**

We offer flexible rotas, career progression, competitive pay and lots more. If you are interested in Applying for a position please send your CV to:
careers@gateway.ie

Requirements:

Minimum requirements QQI Level 5 in Health Care, Social Care, Pre-Nursing Studies, Childcare or relevant field.



We are currently recruiting for the following position:

Transport and Concrete Technician

B.D Flood is a leading supplier of Concrete, Blocks and Aggregates in the midlands with plants in Oldcastle, Kells, Lavey, Drumlish, Crookedwood, Knockmant and Rhode.

Flood Precast is a leading supplier of Precast Concrete elements throughout Ireland and the UK.

The successful applicant will require good communication and good computer skills.

All training will be provided.

Applications by email to: jobs@bdflood.com

Closing date for applications is **Friday, 29th March 2024.**



KinderKare

Pre-school and After School

WE ARE HIRING!!!

We are now looking for a staff member to join us in KinderKare Lisnagot, Carrick on Shannon on part time temporary basis, Monday to Friday

Essential criteria:

- Minimum L5 in Childcare or equivalent (QQI recognised)
- Knowledge of Childcare regulations, Aistear, Siolta etc
- Familiar with planning, observations, good record keeping
- Basic computer skills to manage childcare app
- Experience in working with children
- Ability to work on own initiative and as a part of a team
- Good command of English, any extra language a bonus

Desired:

- First Aid and Children First Certificate
- L6 in Childcare or higher or equivalent
- Experience in working in a childcare setting
- Experience in working with children with additional needs

We offer:

- Term-time contract (Halloween, Christmas, Easter, Midterm and Summer off)
- Support and supervision meetings
- Working as a part of a small group of professionals
- Wages discussed individually depending on qualifications and experience.

If interested in working with us, please send your CV and a cover letter to:

The Manager, Lisnagot, Carrick on Shannon, Co Leitrim
or forward them to: kinderkare1@outlook.com.

Closing date for applications is Friday 16th March 2024 at 4pm.

Kinderkare is an equal opportunities employer.

For more information call Roksana on 083 839 34 97.



Job Title: Office Administrator

Employer: Glenfarne Community Development Trust

Location: Rainbow Ballroom, Glenfarne, County Leitrim

Contract: Full time (39 hrs) or Part-Time (19.5 hrs)

Position Summary:

The Office Administrator, reporting to the Centre Manager, will provide administrative support in the Rainbow office and will work as part of a team to ensure the Centre is a vibrant facility that operates for the benefit of the Community.

Relevant business qualifications an advantage but not essential.

In addition to general office duties, the Administrator will aid with the Centre's social media presence, help provide tours of the Memorabilia Exhibition, manage bookings, facilitate record-keeping, booking-keeping and deal with customers / suppliers. May be required to work flexible hours on occasion.

This position is a CSP supported role, funded by POBAL and is subject to certain Eligibility Criteria. Only persons who comply with the following should apply:

- Person in receipt of Jobseeker's Benefit, Jobseeker's Assistance, One Parent Family payment, disability allowance or any other allowable Dept. of Social Protection benefit.

A full job description is available on application.

Applications must be sent with up to date C.V. by email to
recruitmentglenfarne@gmail.com

Customer Service Agent – Card and Payments Operations

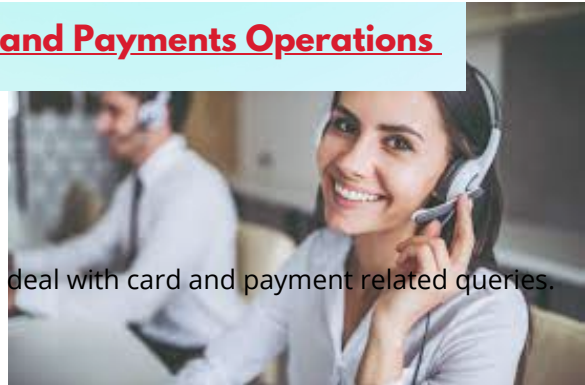
Date: 05/03/2024

Location: Leitrim

Overview: Customer Service Support Representative

We are seeking to appoint a Customer Service Agent to deal with card and payment related queries.

This role is being offered on a Permanent Basis.



Key Responsibilities

Proven track record of excellent customer service skills, communicate with our customers and represent professionally the culture and brand of our organisation.

- Provide front line customer support and query management to Credit Unions and their members in relation to payments.
- Resolve customer enquiries, concerns, or complaints in a professional and understanding manner, ensuring the needs of the members and the credit union are met.
- Take ownership over payment investigations.
- Ensure core system information is updated when required.
- Ensure procedures and guidelines are followed and documentation is completed properly.
- Maintains up-to-date knowledge of all Payac products and services and relevant polices and legislation by completing product knowledge and other assigned training courses relevant to the role.
- Provide back-up and support to the Operations teams where required.
- Manage any escalations to ensure a swift and client centric resolution.
- Support colleagues on specific payment related projects.

The successful candidate should ideally have the following attributes:

- Minimum of two years` work experience in a customer service role.
- Experience in a customer focused environment, producing accurate work within tight deadlines.
- Good knowledge of MS Office (Outlook, Word, Excel, PowerPoint)
- Ability to work with initiative and as part of an agile team. Salary is commensurate with experience.

Who are we

We are an established and growing company headquartered in Dublin and with a regional operations centre in Carrick on Shannon, Co Leitrim

Why join us

An agile organisation, coupled with our payment's expertise, and forward-thinking customer base, allows us to deliver innovative solutions to our customers. We are building a team and culture to harness and grow these opportunities.

If you are interested in joining our team, and can demonstrate the following skills, we would like to hear from you

Please contact Louise on 086 601 36 34.



Leitrim Development Company wish to appoint a Childcare Manager to plan, organise, manage and continue to develop the childcare service. He/she will manage the team from the Early Years and School Aged programmes.

Job Summary: The successful candidate will be responsible for ensuring high quality service delivery, developing good relationships with staff, parents, children and outside agencies.

- **Responsible to:** Traveller Project Co-Ordinator.
- **Location:** Shannonside Community Centre, Carrick-on-Shannon.
- **Position:** 24 hours per week (Tuesday to Friday)
- **Qualifications and Experience:** Qualification of level 7 or 8 in Early Years and Education or equivalent.
- **Rates:** Excellent rate of €24.19 per hour

Full job description is available at this link:

https://ldco.ie/.../uploads/Job_Description_CC_manager_1.pdf

Or call **086 23 70 337** with queries.

In order to apply please submit a letter of application and a current Curriculum Vitae, by email to:

admin@ldco.ie or to Ms Barbara Sweeney,

Leitrim Development Company, Church St., Drumshanbo, Co. Leitrim

by 5.00pm Friday 22nd of March 2024.

Shortlisting will apply.

[Jobs in Leitrim](#)

[Leitrim, Ireland Jobs](#)

[Leitrim Jobs Board](#)

[Leitrim Jobs - JobAlert.ie](#)

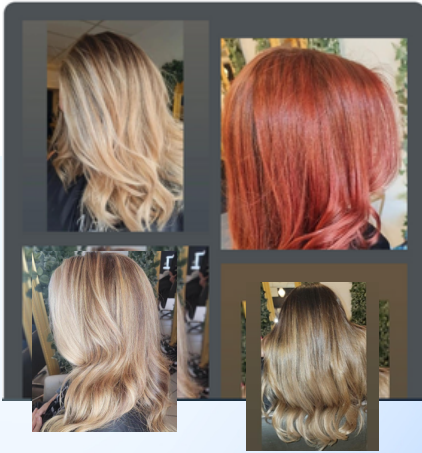
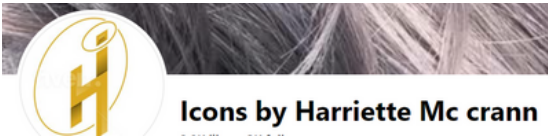
CARER

Seeking carer(s) in Carrick on Shannon for elderly disabled woman, she requires assistance 3 times a day morning, lunchtime, evening, with changing pads, getting to the bathroom via hoist and commode and dressing, some light housework. Must have experience operating a hoist.

Must be reliable and able to keep a regular schedule.
€15 per hour

Call: 087 66 57 799 for more details.





**Job opportunity available in Icons in Mohill.
Qualified hairdresser wanted.**

Would you like to work in a salon that offers free education, competitive pay and no late evenings, full time or casual work.

**If this suits you contact:
Harriette Brennan McCrann's page on Facebook.**

HAVE A LOVELY ST PATRICK'S DAY!



USEFUL LINKS

JOBS IRELAND
CONNECTING EMPLOYERS
AND PEOPLE

CAREERS PORTAL
INFORMATION
SUPPORTING CAREER
AND EDUCATIONAL
RESEARCH

FETCHCOURSES.IE
FURTHER EDUCATION AND
TRAINING (FET)

MY WELFARE
INFORMATION ON ALL
SUPPORTS AVAILABLE