

<b>Job Title:</b>	<b>Reference No / how to apply:</b>	<b>Main Requirements:</b>	<b>Original Job Website:</b>
<b>Clerical Officer – Admin Team</b> La Crème Recruitment	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Experienced in a medical setting Strong typing skills with MS Word, Excel, Outlook and other IT skills Excellent verbal & written skills Organised with attention to detail Previous minute taking experience Ability to work in a busy administration role on a broad range of tasks	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Caregiver / Personal Assistant</b> Home Instead Senior Care	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	FETAC Level 5 in Healthcare & Patient moving & handling Previous relevant experience Assist with day to day living activities such as companionship, housekeeping, meal preparation and personal care Own transport with full Driving Licence	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Office Administrator</b> Mallow Road QED Recruitment	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Proficient in MS Office applications with ability to learn new systems Strong attention to detail & organization skills Good communication & customer service skills Self-motivated	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>For more information or support on how to apply for any of these jobs contact us on: (021) 4302310</b>			

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<b>Electrician's Mate</b> Hays Specialist Recruitment	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	To assist a skilled Electrician Run cables, lift floor- boards, chasing walls to accommodation cables Ensure work areas are tidy & risk free SAFEPASS & Manual Handling & CIF Card	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Customer Service Representative</b> Musgrave Group	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Provide excellent customer service in a friendly, professional manner logging calls and assigning calls Analyse call & query patterns re improvement A minimum of 2 years' experience in a customer focused environment Competent in MS Office Suite & Excel Experience with database systems & spreadsheets Working to deadlines in a fast-paced environment with a challenging workload	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Forklift Driver</b> PE Global	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Previous warehouse experience Valid Forklift Licence & Manual Handling Willing to work on own as well as part of a team Excellent timekeeper Carry out additional duties as assigned	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
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<b>Finishing Foreman</b> Hays Specialist Recruitment	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Qualification in construction with trade background & 5 years+ experience Experience in residential projects Strong computer skills including MIM360 & AutoCAD Excellent interpersonal skills & strong writing skills Excellent knowledge of construction operations & procedures	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Product Builder</b> Kelly UK & Ireland	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a>	Experience in Healthcare or Electronics industries Good interpersonal skills Ability to read safety rules, operating & maintenance instructions & procedure manuals Ability to work in a team environment Ability to work flexible, extended hours and rotate to different roles & responsibilities	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Brand Ambassador</b> Clark	Apply with CV through: <a href="http://www.irishjobs.ie">www.irishjobs.ie</a> <b>Full training provided</b>	Excellent communication skills A proven track record in a sales environment Strong ability to interact with customers	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
<b>Customer Service Advisor Remote &amp; Office</b> EIR	Apply through company website: <a href="http://www.eir.ie">www.eir.ie</a>	Minimum 1 year' customer service experience Minimum 1 year' experience in a Contact Centre Proficiency in Microsoft Office Suite	<a href="http://www.eir.ie">www.eir.ie</a>
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<b>Cleaning Operative</b> ISS Facilities Services	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	Cleaning train carriages: mopping, cleaning, removing disposable waste Ensure high stand of cleaning, use & care of equipment Cooperate with safe working practices Partake in training as required PPE provided	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Warehouse Operative</b> Morgan & McKinley	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	Counterbalance Forklift Licence with experience 1 year' warehousing experience	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Artic Driver</b> Green Speed Logistics	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	2 years' Artic Truck Driving experience including loading & unloading machinery & securing loads Full valid Artic Truck Licence TACHO & Drivers Card Strong geographical knowledge of Cork City & County	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Cleaner</b> Sodexo Careers	Email CV to: <a href="mailto:sarah.desmond@sodexo.com">sarah.desmond@sodexo.com</a>  <b>Training provided</b>	Cleaning experience in a manufacturing environment Good communication skills Attention to detail	<a href="http://www.indeed.ie">www.indeed.ie</a>
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<b>Cleaner with SAFEPASS</b> MCR Group	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	Cleaning canteens, emptying bins, cleaning windows Cleaning bathrooms & toilets Cleaning offices Stringent sanitizing involved	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Childcare Assistant</b> TVG Goras Community Childcare	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>  Closing date: Friday 31 <sup>st</sup> July 2020	FETAC Level 5/6 in Childcare Minimum 2 years' experience A friendly, caring nature for children's welfare Excellent communication skills Ability to work on own as well as in a team	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Loading Shovel Driver</b> JMS Groundworks	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	Must have Loaded Shovel Operating Licence Must be experienced working on construction sites	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Medical Device Operator</b> C&M Recruitment	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	Leaving Certificate with proof of completion 6 months' GMP experience Strong attention to detail with good dexterity	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Healthcare Assistant</b> Care Choice Ballynoe	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	FETAC Qualification in Healthcare & experience Ability to work independently & part of a team Comfortable working in a challenging environment Professional, caring & empathetic nature Available to work a variety of shifts	<a href="http://www.indeed.ie">www.indeed.ie</a>
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<b>Activities Bishopscourt Residential Care</b>	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>	To develop a person centred activities & social programme that enables residents to enjoy a fulfilled & active social life in a dignified manner Work as part of a team to ensure residents enjoy a meaningful life Establish relationships with residents based on respect & promotes independence	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>General Labourer Sullivan Landscape Construction Ltd</b>	Apply with CV through: <a href="http://www.jobsireland.ie">www.jobsireland.ie</a>  Ref: JOB-2148270	General Operative to assist with ongoing garden maintenance & garden construction projects Grass cutting, weeding & hedge cutting Experience in fencing, patios & driveway construction 2 years' experience needed	<a href="http://www.jobsireland.ie">www.jobsireland.ie</a>
<b>Checkout Operator</b>	Email CV to: <a href="mailto:drewsfuelandgo@gmail.com">drewsfuelandgo@gmail.com</a>  Ref: JOB-2148118	12 months previous customer service experience Initiative, good work ethic with a positive attitude	<a href="http://www.jobsireland.ie">www.jobsireland.ie</a>
<b>Sales Assistant Nourish Weekends &amp; Evenings</b>	Apply with CV through: <a href="http://www.jobalert.ie">www.jobalert.ie</a>	2 years retail experience Provide excellent, professional customer service and provide solutions to customers in an empathetic way Ensure stock levels are well maintained	<a href="http://www.jobalert.ie">www.jobalert.ie</a>
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<b>Caretaker CIT</b>	Applications by CIT eRecruitment only. Applications will not be accepted in any other format. Log on to <a href="http://www.cit.ie/vacancies">www.cit.ie/vacancies</a> to apply for this position.  Closing date for receipt of eApplications is 1.00 pm on Tuesday, 14th July 2020.	For more information on duties & responsibilities related to the position of Caretaker with CIT go to: <a href="http://mycorhr.com">http://mycorhr.com</a>	<a href="http://www.cit.ie">www.cit.ie</a>
<b>Community Support Worker Rehab Care Cork</b>	To apply go to: <a href="http://www.rehab.ie/careers">www.rehab.ie/careers</a>	1 years' experience working in the field of disability A third level degree in Health & Social Care Previous experience of working in the Community Experience of working 1:1 in the community Full Clean Driving Licence and access to a car To promote and be actively involved in teamwork at all times To liaise with families, the multidisciplinary team and other personnel as directed by the Community Services Manager A flexible shift system will operate	<a href="http://www.rehab.ie">www.rehab.ie</a>
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## TRAINEE POSITIONS AVAILABLE THIS WEEK

Job Title:	Reference No / how to apply:	Main Requirements:	Original Job Website:
<b>Trainee Stairlift Installer A1</b> Upgrades Ltd	Apply with CV through: <a href="http://www.indeed.ie">www.indeed.ie</a>  <b>FULL TRAINING PROVIDED</b>	Motivated, well organized with a caring nature for elderly customers Experience with mechanics, PCB boards or electrics Garda vetting	<a href="http://www.indeed.ie">www.indeed.ie</a>
<b>Youth Advocates South Ireland</b> Youth Advocate Programmes Ireland	Apply through: <a href="http://www.jobalert.ie">www.jobalert.ie</a> 1. Select apply now for access to application form 2. Select code SOU0620 on application form  <b>FULL TRAINING PROVIDED</b>	A good listener & a positive role model Flexible regarding working hours Interested in making a difference in your community Full driving licence & own transport	<a href="http://www.jobalert.ie">www.jobalert.ie</a>
<b>Retail Assistants</b> Penny's Cork	Apply with CV through: <a href="http://www.jobalert.ie">www.jobalert.ie</a>  <b>Training provided</b>	Enthusiastic, driven individual interested in working in a fast-paced environment Driving sales & delivering excellent customer service	<a href="http://www.jobalert.ie">www.jobalert.ie</a>
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## LIST OF RECRUITMENT AGENCIES IN CORK CITY

Hays - Recruitment Agency, 54, South Mall, City Centre, Cork, (021) 425 1020 Construction & Office Work Recruitment Agency [www.hays.ie](http://www.hays.ie)

Collins McNicholas Recruitment & HR Services Group, Siac House, Airport Road, Cork, (021) 480 9118, Medical Devices, Pharmaceutical & Finance Recruitment Agency <https://www.collinsmcnicholas.ie/>

Morgan McKinley Cork, 4, 6, Lapp's Quay, Cork, (021) 230 0330 Finance & Office Work Recruitment Agency [www.morganmckinley.ie](http://www.morganmckinley.ie)

Adecco Cork, 34, Grand Parade, Cork, (021) 427 3830 Sales & Office Work Recruitment Agency <https://www.adecco.co.uk>

The Noel Group, 43, Paul St, Cork, (021) 422 2179, Healthcare & Hospitality Sectors <https://noelgroup.ie>

Kelly Services, Carbery House, 67-69, South Mall, Cork, (021) 427 4700 Office Support, Science & Accountancy Sector [www.kellyservices.ie](http://www.kellyservices.ie)

Sigmar Recruitment, 1, George's Quay, Cork, (021) 431 577, IT & Construction & Office Sectors [www.sigmarrecruitment.com](http://www.sigmarrecruitment.com)

CLS Recruitment, Building 1000, 2nd Floor, City Gate, Mahon, Co. Cork, (021) 240 9058, Construction & Finance & Marketing Recruitment Agency [www.clsrecruitment.ie](http://www.clsrecruitment.ie)

FRS Recruitment, Unit 3, Building A1, Fota Business Park, Carrigtwohill, Cork, (021) 4634732 Construction & Office & Health Care Recruitment Agency [www.frsrecruitment.com](http://www.frsrecruitment.com)

La Creme Recruitment, 4th Floor, 6 Lapp's Quay, Cork, (021) 230 0301 Office & Secretarial Recruitment Agency <https://www.lacreme.ie/>

CareerWise Recruitment, EastGate Village, EastGate, Little Island, Cork, (021) 206 1900 Manufacturing & IT <https://careerwise.ie>

Cpl Resources plc, Ground Floor, 11, Anglesea Street, Cork, (021) 494 4860 Nurses & Health Care Workers [www.cpljobs.com](http://www.cpljobs.com)

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## LIST OF JOB WEBSITES

**CORK Jobs** - <https://corkjobs.ie/>

**Indeed** - <https://ie.indeed.com/jobs-in-Cork>

**Jobs.ie** [https://www.jobs.ie/cork\\_jobs.aspx](https://www.jobs.ie/cork_jobs.aspx)

**Irish Jobs** <https://www.irishjobs.ie/Jobs/Cork/>

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

**Job alert** <https://www.jobalert.ie/>

**Jobs Ireland** <https://www.jobsireland.ie/>

**Jobs Bio** <https://jobbio.com/>

**Active Link** <https://www.activelink.ie/vacancies>

**Public jobs** <https://publicjobs.ie/en/>

**Simple Hire** <https://www.simplyhired.ie/>

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An Roinn Gnóthaí Fostaíochta  
agus Coimirce Sóisialaí  
Department of Employment Affairs  
and Social Protection