

| Job Title: | Reference No / how to apply: | Main Requirements: | Original Job Website: |
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| Clerical Officer - Temporary La Creme This is a temporary assignment for 6 months and is €12.78 per hour. | www.lacreme.ie Please see website for full details | 37 hours per week Mon - Fri Your new role will involve the following duties: Supporting head of department Bed management - manage spreadsheets Manage documentation and update personal details, strong attention to detail essential What you will bring to the role: An administrator with at least two years' experience in a similar role. A high level of proficiency with MS Office. Excellent numeracy skills Skills & Competencies: Excellent communication and interpersonal skills Planning, organising and delivery of results | www.indeed.ie |
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The LES provides practical support, advice, guidance and information relating to employment, training and welfare to work options. We are focused on supporting unemployed people to enable them get back into the workforce or to access short education and training courses to help them upskill and improve their job prospects

For more information or support on how to apply for any of these jobs contact us on: (021) 4302310

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| Clerical Officer La Creme (role based in north Cork) This role is for an immediate start. | www.lacreme.ie This role is a temporary assignment and is a great opportunity for someone who has a strong interest in the healthcare industry. (Please note any applications without previous administration skills will not be shortlisted as this role requires strong administration expertise) | It is an initial 6 week period with a strong possibility of an extension. Duties include the following: Data entry/upload Validation of information inputted (checking phone numbers/text) / Phonecalls / Minute taking Requirements: Previous medical experience/medical related qualification desired / Excellent Microsoft offices skills, particularly typing and data entry skills Please see website for full details | www.indeed.ie |
| Cleaning Operative Cagney Contract Cleaning | www.indeed.ie Pay: €11.20 per hour Location: Cork City Centre | Cleaning Operative required for the Cork City Centre Area. Applicant must be trustworthy and hardworking. Some cleaning experience desirable and reliability is essential. Good command of the English language is required. Position requires 1 operative to operate the following; Monday - 11.30am - 7.00pm / Tuesday - 11.30am - 7.00pm / Wednesday - 3.30pm - 7.30pm / Thursday - 3.30pm - 7.30pm / Friday - 3.30pm - 7.30pm / Saturday - 3.30pm - 7.30pm | www.indeed.ie |

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| Electricians Required G&C Resources | www.indeed.ie Job Type: Full-time Salary: €25.00 per hour | Fully Qualified Electrician Exceptional customer focus with a positive can-do attitude Ability to work on own initiative whilst being able to work successfully as part of a wider team. An excellent problem solver Organized and Motivated Flexibility in line with business requirements Must be a fluent English speaker. Be an excellent communicator. Honest in dealings with our customers and the company Experience on Pharma sites would be an advantage Own tools Safe Pass, Manual Handling & CIF Cov-19 Virtual card have to be up to date References required Own transport would be an advantage | www.indeed.ie |
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| <p>General Operative/Labourer 3D Personnel Construction General Operatives (Demolition Labourer)</p> <p>Location – Ringaskiddy Co. Cork</p> | <p>www.indeed.ie</p> <p>Please apply below or call our Cork office on 021 601 7333</p> <p>Please seen website for full details</p> | <p>As a result of the active Irish Construction Industry, we at 3D Personnel currently require multiple demolition laborer's for an immediate start in Ringaskiddy Co. Cork.</p> <p>Requirements</p> <p>Must hold a valid Safe Pass and Manual Handling certificate</p> <ul style="list-style-type: none"> · Must have previous experience on a construction site · must Have CIF Induction training complete <p>Duties</p> <ul style="list-style-type: none"> · Coordinating all works with General Foreman · General site laboring | <p>www.indeed.ie</p> |
| <p>Retail Sales Advisor (24 Hour Contract) DFS</p> <p>This role is a Permanent 24.0 Hours per Week contract.</p> | <p>www.dfs.ie</p> <p>We are happy to say we support part time working to ensure we get the right people for the role and to join our family. So, if you want to work part time, we want to talk to you, let us know your needs and we will see what we can do.</p> | <p>About you</p> <p>A real passion for looking after our customers</p> <p>Fantastic communication skills</p> <p>Strong customer service skills</p> <p>Don't worry if you don't have sales experience, for us, it's more about your personality and drive to be the best you can be.</p> <p>And finally.....bags of enthusiasm. We love when our colleagues are excited about coming to work and want to push themselves, and their teams.</p> | <p>www.indeed.ie</p> |

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| (Continued) Retail Sales Advisor (24 Hour Contract) DFS | | Benefits: Competitive earning and bonus scheme. / Progression and development opportunities. / Company Pension Scheme. / Enhanced maternity, paternity and adoption leave. / Life assurance. / Employee Assistance Programme for all colleagues. / 30% discount across the group and 15% for friends and family. / High street Discounts with 100's of great brands. | www.indeed.ie |
| Medical Receptionist The Cork Eye Clinic - Cork Part-time The closing date for receipt of applications is 20/04/2021 . | www.indeed.ie | Medical Secretary/Receptionist required for a busy clinic. This is a part-time role which requires an excellent administrator capable of supporting a growing private practice. The ideal candidate will: - · Hold a relevant medical secretarial qualification and have achieved an excellent level of proficiency in same. · Have exceptional interpersonal, communication and organisational skills and have the ability to work on his/her own initiative and be able to work successfully as part of a team of administrators in the Cork Eye Clinic. | www.indeed.ie |
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| <p>(Continued) Medical Receptionist The Cork Eye Clinic - Cork Part-time The closing date for receipt of applications is 20/04/2021.</p> | <p>NOTE: This description is not intended to be a complete definition of the job but an outline of the main duties. The closing date for receipt of applications is 20/04/2021. Application deadline: 20/4/2021 Job Types: Part-time, Contract</p> | <ul style="list-style-type: none"> · Be able to demonstrate the ability multitask. · Enjoy working in a busy environment. · Have advanced administrative skills. · Strong attention to detail would be essential for the role. · Be capable of producing high volumes of correspondence on a daily basis. · Have a proven track record in providing excellent customer service. Be able to handle complaints and troubleshoot emergencies. · Experience of working in a Health Care environment would be an advantage. · Experience of working with a patient management system would be a distinct advantage. · Experience of working with social media would be an advantage · Fluency in English, both verbal and written, is a pre-requisite for this role. <p>Benefits: Onsite parking Schedule: Day shift Experience: Receptionist/Secretary: 1 year (Required)</p> | <p>www.indeed.ie</p> |
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| <p>Customer Service Representative Complete Outsource Solutions Cork We are looking for new agents to join our expanding team, if you feel you are a suitable candidate for a position, please apply today.</p> | <p>www.jobalert.ie</p> | <p>Campaign: We are recruiting for a Full Time Customer Service Agents for an E-Commerce client Languages: English What we are looking for: Self-driven with the ability to understand and learn quickly. / Flexibility and good judgment in order to respond quickly and positively to shifting demands and opportunities. / Clearly and concisely log and track detail of issues arising, ensuring to report recurring queries in order to minimize repeat callers. / Perform all duties in an efficient, professional and courteous manner. / Enjoy working in a fast-paced environment. / Comfortable working with computers and the ability to work with multiple systems. The ability to learn and adapt to new systems. Strong team spirit with passion and drive to help deliver high-quality customer service What you will get in return: A positive work environment. / Opportunity to join and progress in a growing company. / An opportunity to start a career in a company that wants to help you achieve your goals. / Previous experience in a contact centre environment will be an advantage but is not necessary as full training will be provided to the successful candidates</p> | <p>www.jobalert.ie</p> |
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| Passive Fire Protection Operatives PFP Fire Systems Cork City, County Cork Full-time | www.jobalert.ie You can view our company website here: https://www.pfp-ireland.ie/ | We are currently recruiting Passive Fire Protection Operatives / Installers in Cork City. Essential Criteria: <ul style="list-style-type: none"> • Safe Pass • Manual Handling Cert • 2 - 5 years previous experience - Please do not apply for this role if you do not have previous experience. Benefits: <ul style="list-style-type: none"> • Company phone • CWPS pension once probation has been completed and you become a permanent member of staff. Excellent rate of Pay - Salary up to 40k DOE | www.jobalert.ie |
| Retail Shop Assistant - Ladies Boutique Silk Peaches Ballincollig, Cork Full time 35 hours a week | www.jobalert.ie The closing date for applications is Saturday the 17th of April 2021 Minimum 2 years retail experience Temporary position with view to permanency Please see website for full details | Very busy store - fast paced environment Must be approachable, kind and bubbly personality Exceptional Customer Service Skills Impeccable personal presentation Ability to build strong and lasting relationships with customers Ability to identify best sellers and have the initiative to internally communicate stock movement Responsibility for managing cash register, distributing receipts and cashing up at the end of day Flexible with working hours - Monday to Saturday Brand management, marketing and promoting products with a strong passion for sales | www.jobalert.ie |
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| Flexi Time mixed Retail / Website Assistant - Ladies Fashion Boutique Silk Peaches Ballincollig, Cork | www.jobalert.ie Minimum 2 years retail experience The closing date for applications is Saturday the 17th of April 2021 | 21 hours on average a week - role varies between shop floor assistant and aiding with website work for online store Proficient in the use of IT packages such as WooCommerce / Shopify (training also provided) Ad's Manager on social media is an advantage An in depth knowledge of Facebook and Instagram platforms / Stock management, distribution and packing of orders in a timely manner / Maintaining and enhancing social media presence / Setting up products online / Very busy store - fast paced environment / Must be approachable, kind and bubbly personality / Exceptional customer service skills / Impeccable personal presentation Ability to build strong and lasting relationships with customers / Ability to identify best sellers and have the initiative to internally communicate stock movement / Responsibility for managing cash register, distributing receipts and cashing up at the end of day / Flexible with working hours - Monday to Saturday / Excellent phone manner and face to face etiquette / Light cleaning on a daily basis Merchandising shop floor / Blend seamlessly with existing staff / Brand management, marketing and promoting products with a strong passion for sales | www.jobalert.ie |
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| <p>Mahon Community Development Project (Mahon CDP) are seeking to recruit a full time Administrator.</p> <p>Applications will only be accepted on the official Job Application Form and should be received by closing date Friday 23rd April 2021 - not later than 5pm. Interviews will be held week beginning 26th April 2021</p> | <p>https://www.activelink.ie/vacancies/community/81115-mahon-community-development-project-administrator</p> <p>A detailed Job Description and Person Specification and Application Form are attached.</p> <p>The position of Administrator is funded by HSE.</p> <p>Returning the completed application:- EITHER return the completed Forms A1 & A2, to the Project Co ordinator, Mahon CDP, Unit 7, Community Resource Centre, Avenue De Rennes, Mahon, Cork, T12 EP46.</p> <p>OR return the completed Form A1 and A2 by email to vivsadd@gmail.com</p> | <p>About the Project: Mahon Community Development Project (Mahon CDP) was established in 1992 and is funded via the HSE. Mahon CDP is a community project based in an urban area in Cork City in Ireland. It is a non profit NGO managed by a voluntary Board of Management. The CDP runs a community resource centre, childcare facilities and a youth centre. Mahon CDP provides training, educational, employment and social/recreational opportunities and undertakes targeted work with various groups including: Older People, mental health/social inclusion, unemployed youth, young fathers, generic youth work and intergenerational and intercultural youth work.</p> <p>Overall Purpose of the post of Administrator is: To provide effective and efficient financial support within the Centre and to ensure compliance with the programme requirements. To carry out all the tasks and duties required to ensure the smooth day to day running of the programme and act as overall support to the work of the CDP under the direction of the Project Co ordinator.</p> <p>Financial and Administrative skills and experience are essential for this position.</p> | <p>www.activelink.ie</p> |
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Apprenticeship

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| <p>Apprentice Plumber Walsh & Sheehan Ltd - Cork</p> | | <p>The Role:</p> <p>We now need motivated and organised Apprentice Plumbers in thier 2nd, 3rd or 4th year to join our growing team. The successful candidates would have a minimum of 2 years' experience in either Domestic or Industrial Plumbing. As well as a strong understanding and passion for Plumbing.</p> <ul style="list-style-type: none"> • Be able to work on own initiative and with a strong problem-solving skillset. • Results oriented with the ability to achieve set targets. • Positive and confident communicator. <p>The essentials:</p> <ul style="list-style-type: none"> • Manual Handling Certificate • Safe Pass Card • CIF Covid Induction | <p>www.indeed.ie</p> |
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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

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

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

Sigmar Recruitment, 1, George's Quay, Cork, (021) 431 577, IT & Construction & Office Sectors 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

FRS Recruitment, Unit 3, Building A1, Fota Business Park, Carrigtwohill, Cork, (021) 4634732 Construction & Office & Health Care Recruitment Agency 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

C&M Recruitment Ltd, 1st Floor, 32 Oliver Plunkett Street, Cork (021) 480 5989 Medical Device ,Pharmaceutical ,Electronics ,Freight Forwarding ,Warehouse and Consumer Products www.cmrecruitment.ie



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

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

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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Department of Employment Affairs
and Social Protection