

Careers Newsletter

21st February 2007
2006/2007 Academic Year
Institute of Technology Tallaght

Tel: 4042561 Fax: 4042223
Email: careers@ittdublin.ie

Issue 11:

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News... News...

Export Orientation Programme:

Full details of this graduate programme (open to all disciplines) will be available on Monday 26th February from 12.30 - 2pm at a foyer in the Reception area.

A short 20 minute presentation on the types of Graduate roles/ opportunities will be given at 1 o'clock in Room 142

Corporate Legal Advisory work with KPMG:

A company presentation by three KPMG staff will take place on Thursday 1st March in ITT Dublin. Room 29 from 4 - 5pm. These graduate roles are open to all Business streams - Management, Marketing & Accounting.

Young Student Teaching Assistants

Date Posted: 15/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Other Vacancies
Type of Position: Internship / Placement
Experience Requirement: < 1 year



How to Apply / Contact

Application forms available from www.dcu.ie/ctyi

For more information, please contact:
Catriona Fitzgerald
Tel. 01-7008423 or Catriona.fitzgerald@dcu.ie

Tel: (01) 7005634
Fax: (01) 7005693
email: ctyi@dcu.ie

Deadline for Applications is Friday March 16th, 2007

Description & Details

Summer Employment Opportunities at the Irish Centre for Talented Youth

The Irish Centre for Talented Youth (CTYI) at Dublin City University is seeking applications for the Teaching Assistant positions on the Young Student Summer Programme. CTYI provides enrichment courses for academically talented students aged between 6 and 13 years.

The Role of the Teaching Assistant includes:

- Providing additional classroom support to the Instructor
- Helping with classroom activities
- Working with individual students
- Assisting students who are gifted with special educational needs
- Supervision during breaktimes
- Preparation of material

Course Dates:

Week 1: July 2nd to 6th

Week 2: July 9th to 13th

Week 3: July 16th to 20th

Week 4: July 23rd to 27th

Times: 9.30am – 5.30pm each day.

Salary: €322 per week (based on 40-hour week)

Lunch is provided for Teaching Assistants.

2007 Technology Intern Positions

Date Posted:	15/02/2007
Listing Expires:	15/03/2007
Location:	Dublin
Primary Category:	Computing Vacancies
Type of Position:	Internship / Placement



Education Requirement: Ordinary Degree

Experience Requirement: < 1 year

How to Apply / Contact

Visit our website www.ml.com/careers/ireland to submit your application.

Merrill Lynch, Treasury Building, Lower Grand Canal Street, Dublin 2/
Block D, Central Park, Leopardstown, Dublin 18

Description & Details

COMPANY DESCRIPTION:

Merrill Lynch is one of the world's largest financial services firms with over 53,000 staff in 40 countries around the world. The bank in Dublin was established in 1995 and plays a key role in the firm's capital markets activities in Europe and the Asia/Pacific region.

The length of the Internships is 6 months commencing in April.

Systems Development and Technology Infrastructure Groups (4 intern positions)

DEPARTMENT SUMMARY:

We have an opportunity for four Intra placement students to work in the systems development and technology infrastructure groups in Dublin. These groups work in partnership with each of the business functions in Dublin and overseas to develop and support technology solutions in a rapidly changing business environment. These roles will appeal to those who wish to gain experience in technology, particularly within the global finance industry.

Requirements:

Participation in a Business, Science or Information Technology related degree program.

Technology Infrastructure Group (2 intern positions)

DEPARTMENT SUMMARY:

We have an opportunity for two Intra placement students to work in the technology infrastructure group in Dublin . This group supports the current technology infrastructure (server, desktop, voice & data networks) in Dublin and also works in partnership with the business to implement new solutions in a rapidly changing environment. This role will appeal to those who wish to gain experience in technology infrastructure, particularly within the global finance industry.

Requirements:

Participation in an Information Technology related degree program.

ACCA Graduate Opportunities - SME Services

Date Posted: 16/02/2007



Listing Expires: 23/02/2007
Location: Dublin / Leinster
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Honours Degree
Experience Requirement: < 1 year

How to Apply / Contact

If you are interested in applying for these positions, please apply online. The closing date for applying for these positions is Friday 23 February 2007.

Full link should be as follows:

<http://careers.deloitte.com/opportunities.aspx?FunctionID=1&CountryID=65>

Description & Details

Firm Service: Audit

Job Description

Deloitte is among the nation's leading professional services firms, providing audit, tax, consulting and financial advisory services through nearly 875 people in Dublin, Cork and Limerick.

At Deloitte in Ireland we pride ourselves on being an employer of choice. We have been recognised as one of the 'Top 50 Companies to Work For in Ireland' for the past 4 years. In 2006 we were placed among the 'Top 100 places to work in Europe'. These awards reflect the culture, atmosphere and style that symbolise our firm. We provide our people with attractive remuneration packages, opportunities for career progression and continual professional development. We are dedicated to helping our people and our clients excel.

Deloitte are now recruiting for Graduates to join their SME (Small & Medium Enterprises) Services Department in September 2007. These position will involve studying towards an ACCA qualification.

The SME Services group is specifically structured to meet the unique service needs of owner-managed smaller businesses, organisations and rapidly growing small and medium sized private companies.

Within our dedicated SME Services team, we provide all the requisite services to help our clients succeed wherever they operate. We offer our clients specialist advice of the highest quality focussed on meeting their needs in a comprehensive and timely manner. Our highly experienced people understand clients business needs and ensure both professional and personal attention.

We provide smaller businesses and organisations with a responsive and efficient accounting and advisory service from a firm with a high reputation in the marketplace.



ACCOUNTANCY & FINANCE POSITIONS

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time

Experience Requirement: 1-2 years

How to Apply / Contact

ANN KILGALLON RECRUITMENT
t: 01 462 3488
f: 01 462 3345
e: jobs@akrecruits.ie
w: www.akrecruits.ie

PLEASE SEND YOUR CV TO: jobs@akrecruits.ie TODAY!!!

Description & Details

Financial Accountant: Dublin 24, Pharma Company, Must be fully qualified and member of principal accounting body in Ireland, min. 4 years exp. in mgmt accounts, financial accounting, budgeting, forecasting, analysis, P&L. Ideally exp. in multinational and exp. with SAP. Salary Package: Excellent Package commensurate with experience + share options, pension, VHI plan and more.

Part Qualified Accountant/Recently Qualified Accountant: Dublin 12, Mechanical Supplies Company, Reporting to the company Financial Controller, must have exp. in Mgmt Accounts, Fixed Asset Register, Reporting, Analysis, Forecasting and Budgeting, Excellent knowledge of Accounting Processes and Integrated Computer System –SAP exp. very desirable. Salary Package: €40,000 to €50,000 + Company Benefits and Excellent Opportunities for outstanding candidates.

Part Qualified Accountant: Dublin 24, Construction Retail Company, Must have 2 yrs exp. in Mgmt Accounts, part qualified ACCA/CIMA.CPA, excellent understanding of Accounting Principles. Salary: €40, 000 - €50,000 + Excellent Benefits and Working Conditions including Study Package.

Accounts Assistant / Trainee Accountant: Dublin 12, Motor Company, and min. 1-2 years exp. in All Round Accounts Role, including Accounts payable, Accounts Receivable, Bank Reconciliations and Reporting. Exp. in computerised Accounts Package is a must. -Driven, proactive, a team player. IATI Very Desirable. Salary Package: €22,000 - €26,000 + Study Package + Other Benefits

Credit Controllers: D22, 12, City West-excellent small to medium sized companies, successful,



young & energetic businesses. Min. 2 years experience in Credit Control, allocation of cash, Debt collecting, Invoicing, Queries, Reconciliation of Debtors Ledger. IATI Study or other relevant - very desirable. Salary: €22 -€28K + Benefits.

Accounts Payable and Accounts Admin: Dublin 12, Wholesale and Distribution Company – reporting directly to FC, sound exp. in Accounts Payable, other duties include; Bank Recs, reporting, Mgmt. Accounting, FX Transactions and more. Proactive, cooperative and energetic individual required with suitable experience. Salary Package: €24,000 to €30,000 + Study Package Subsidised Canteen, Pension, Parking.

Creditors Ledger

Date Posted: 13/02/2007
Listing Expires: 12/03/2007
Date Needed: 09/02/2007
City: Dublin
Location: Dublin
Country: Ireland
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: 1-2 years

How to Apply / Contact

Please reply with CV enclosed to
mking@irishbroadband.net

Description & Details

Company is located in Greenogue Business Park, Rathcoole

Electronic Engineering Graduates

Date Posted: 15/02/2007
Listing Expires: 12/03/2007
Location: Dublin
Primary Category: Engineering Vacancies



Type of Position: Full-Time

Education Requirement: Ordinary Degree

Experience Requirement: < 1 year

How to Apply / Contact

If you are interested in working in a Design and Development environment and would like to know more about this opportunity, please contact Mr. John Doyle at Benetel telephone number 01- 4100946

www.benetel.com

Description & Details

BENETEL are seeking to recruit people (graduates) with an Electronic Engineering background with some knowledge of communications systems. The person recruited will be working in software development for automatic test systems that are used to automatically test cellular WCDMA base stations

The work involves using National Instruments Lab View and Test Stand.

The candidate would get a month training in England before coming back to join the development effort. Some knowledge of receiver parameters is important (because these are the parameters being tested!). Familiarity with MatLab is helpful but not critical.

The company at the moment has a number of good opportunities and is looking for hard working highly motivated people who will be part of a small dynamic team working in areas related to the forefront of cellular technology.

The work is suitable to graduates of Ordinary or Honours Degrees and also postgraduates each working to his/her own capability level.

The hope is that the open positions would be filled immediately!

Events Team Members

Date Posted: 07/02/2007

Listing Expires: 23/02/2007

City: Dublin 12

Location: Dublin

Country: Ireland

Primary Category: Business Vacancies

Type of Position: Part-Time

Experience Requirement: < 1 year

How to Apply / Contact



Please send your CV to : Robert Crabbe, Coca-Cola Bottlers Ireland, Events Department, Western Industrial Estate, Naas Road, Dublin 12.

Description & Details

We are now recruiting for our 2007/08 Coca-Cola Events and Promotions Team. If you are an outgoing, enthusiastic person who would love to be part of one of the country's biggest in-house Events Teams, then we want to hear from you!

Successful candidates should have a full clean drivers licence, be available to work at weekends and evenings and will have a high degree of flexibility. The Events Team is part of the Public Affairs and Communications Office and would be of particular interest to anyone hoping to get experience in the area's of Marketing, Sales and PR.

If this sounds like you, send you full CV to Robert Crabbe, Coca-Cola Bottlers Ireland, Events Department, Western Industrial Estate, Naas Rd, Dublin 12.

Closing date strictly February 23rd 2007.

Fund Administrator – Reconciliations

Date Posted: 16/02/2007
Listing Expires: 19/02/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Honours Degree
Experience Requirement: < 1 year

How to Apply / Contact

Please email your curriculum vitae, to: elaine.mcgauran@irishlife.ie before 5pm Monday 19th February 2007.

Description & Details

Irish Life Investment Managers (ILIM), the investment management company within the Irish Life & Permanent Group manages assets of over €25bn and provides fund management services to a large client base. We provide investment products to both institutional and retail clients, offering a full range of products from our value driven active and indexed fund management processes. Our Fund Accounting team is a central function within our business and we are currently recruiting a Fund Administrator to undertake reconciliations.

This is a superb opportunity to work in a Global Controls and Reconciliation's position with one of Ireland's leading fund managers. The role will be based in the Fund Accounting team and will work alongside other departments in the reconciliation of accounts and the clearance of



outstanding items. This is an excellent opportunity for a candidate who wishes to join a progressive company.

The role:

- Completion of daily bank reconciliations
- Completion of daily/weekly/monthly general ledger account reconciliations
- Inputting entries to general ledger accounts
- Investigation of non-receipts, unadvised funds, non-payments and unadvised debits
- Assist with preparation of reports for issue to clients
- Completion of and/or assist with global custody reconciliations

Your profile:

The successful applicant will be

- An enthusiastic, self motivated, flexible team player
- A good problem solver who pays attention to detail
- Able to prioritise and utilise resources effectively to meet requirements

Technically:

The successful candidate will ideally have experience within a financial operation position, and demonstrate excellent Microsoft Office skills. Whilst not essential, previous reconciliations experience would be an advantage.

ILIM would be prepared to train a graduate for this role

Graduate IR/HR Trainee Programme

- Date Posted:** 16/02/2007
- Listing Expires:** 30/03/2007
- Location:** Dublin
- Primary Category:** Business Vacancies
- Type of Position:** Full-Time
- Education Requirement:** Ordinary Degree
- Experience Requirement:** < 1 year

How to Apply / Contact

Further information from www.ibec.ie/hrgraduate

The online application process requires the completion of two parts. The first part is the application form. The second part is a competency questionnaire. Both parts must be completed.

Closing date is 5.00pm on the 30th March 2007.

Description & Details



The training programme in industrial relations and human resources is now in its 24th year and is of nine months duration. It aims to produce competent negotiators and specialists who will be able to solve complex problems and disputes.

It is an ideal training programme for those who want to pursue a career in human resources, personnel, consultancy or industrial relations. On completion of the programme many candidates either join the IBEC team of executives or find career opportunities with member companies.

Why Join IBEC's Programme?

IBEC's graduate trainee programme is highly regarded and considered a real first step to a successful HR career. On completion of the programme you will have:

- a unique insight into industrial relations issues in a broad range of industries
- a comprehensive overview of employment law
- a deeper understanding of the employer/ employee relationship
- a working knowledge of the industrial relations third party mechanisms (Labour Court, Conciliation, Rights Commissioners, Employment Appeals Tribunal, Equality Tribunal)
- a clear understanding of the employers responsibility on occupational health and safety, equality and other pro-active human resource policy areas.

How is the programme structured?

Trainees are based in IBEC's head office in Dublin for most of the nine month programme, gaining broad experience of the work of the Confederation. Each trainee will spend approximately one month in a regional office in Cork, Limerick, Galway, Donegal or Waterford. In addition, each trainee will be placed with a member company for approximately one month, where they will gain practical experience.

Throughout the traineeship, practical training is supplemented by regular tutorials. At these sessions, experienced executives examine particular issues with trainees. Relevant legislation is reviewed and practical situations are discussed.

Who should apply?

IBEC plans to recruit four trainees this year. The programme is open to all graduates from all disciplines who have a keen interest in pursuing a career in industrial relations/human resources.

The main criteria for selection include interest, knowledge of the subject, good general knowledge of business and economic issues and excellent inter-personal skills. Candidates should be articulate and have an interest in people and business.

IBEC will only consider online applications. Please do not forward other electronic applications or hard copy CV's.

Graduate Recruitment Supplementary Campaign 2007

Date Posted: 06/02/2007

Listing Expires: 26/02/2007



Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Honours Degree
Experience Requirement: < 1 year

How to Apply / Contact

Please apply online by close of business on Monday 26th February 2007.
www.pwc.com

Description & Details

PriceWaterhouseCoopers

Due to our continued growth we are now seeking to recruit graduates and post graduates to join our Assurance & Business Advisory Services (ABAS), Risk Management Services (RMS), Tax & Legal Services (TLS) and Company Administration Services (CAS) practices in October 2007.

Graduate Training Programme

Date Posted: 16/02/2007
Listing Expires: 01/04/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Ordinary Degree
Experience Requirement: < 1 year

How to Apply / Contact

Closing date for receipt of applications is 1st April 2007

For further information please contact Siobhan Cullen on 01 4684025 or email: cullens@iaws.ie

Description & Details

Are you a recent Graduate seeking a structured training and development programme that offers regular feedback and assessment as well as opportunities for career advancement?

Cuisine de France is the number one supplier and manufacturer of freshly baked bread and confectionery products as well as the leading solutions provider to the Food to Go market in both frozen and chilled. The Company boasts a portfolio of market leading food brands such as Cuisine de France, Pierre's, Cuisine de France At Home, Carroll Cuisine, as well as international brands like Delice de France and La Brea bakery.



At Cuisine de France we pride ourselves in providing employees with an environment that offers many opportunities and is supportive of development and growth. We currently have exciting opportunities for talented and highly motivated graduates to join our Graduate Training Programme.

Through our Graduate Training Programme, Cuisine de France offers challenging and stimulating career opportunities in the following disciplines:

- Sales♣
- ♣ New Business Development
- Purchasing♣
- Operations♣
- ♣ Finance

Successful candidates will join a well structured Training and Development programme aimed at building a solid foundation upon which to further develop their career with Cuisine de France.

If you have a passion for food and are eager to develop your career within a fast moving, progressive organisation then we would like to hear from you.

Requirements: A minimum 2.2 Honours Degree in a relevant discipline.
Strong communication and interpersonal skills.
The ability to work in a fast paced, dynamic environment.
Be available to commence full time employment from July 2007.

HR DIVISION

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: 1-2 years

How to Apply / Contact

ANN KILGALLON RECRUITMENT
t: 01 462 3488
f: 01 462 3345
e: jobs@akrecruits.ie
w: www.akrecruits.ie

PLEASE SEND YOUR CV TO: jobs@akrecruits.ie TODAY!!!



Description & Details

HR Administration Assistant: Dundrum / D14 area. To assist HR Manager with admin, facilities work such as chasing tradesmen / landlord etc, filing for engineers, secretarial support, possibly some reception cover...work your way into HR / Personnel. Must have excellent PC skills, MS Office and must be: energetic, focused, and organized. Hours: 8.30am to 5 pm (Monday to Thursday) 8.30am to 4pm (Friday) Salary: €23-25K DOE

Human Resources Manager: Dublin 6 / South area. Must have 5 years progressive experience in all phases of HR and minimum of 2 years experience at senior, strategic level. You must have comprehensive knowledge of Employment Law and excellent people management and development skills. Third Level Qualification in HR (CIPD Qualification or equivalent) a distinct advantage. Salary: NEG DOE

INDUSTRIAL, LOGISTICS

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: < 1 year

How to Apply / Contact

ANN KILGALLON RECRUITMENT
t: 01 462 3488
f: 01 462 3345
e: jobs@akrecruits.ie
w: www.akrecruits.ie

PLEASE SEND YOUR CV TO: jobs@akrecruits.ie TODAY!!!

Description & Details

Trade Counter: Timber background an advantage but not essential. Urgently required! Trade counter / cash sales to handle: telephone queries, sales queries, goods inwards and outwards, some computer inputting etc, full training given and excellent future offered. Ideally 2 year's minimum experience in Trade Counter position. Hours: 8am to 4.30pm (Monday to Thursday) and 8am to 2.30pm Friday. Salary: €25-30K DOE



Manager (m/f) High Power Electronics Lab

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Country: Germany
Primary Category: Engineering Vacancies
Type of Position: Full-Time
Education Requirement: PhD
Experience Requirement: 5-10 years

How to Apply / Contact

If you are interested in the described vacancy please get in direct contact with me (mann@dtendienst.de) for further information (reference number PG 07.001).

Description & Details

Our client is one of the international market leaders in a variety of technology areas, e.g. the application of power electronics, power systems, control systems and similar fields. For its research activities near Munich our client is now looking for an experienced and visionary leader in the field of high power electronics.

The offered leading position covers the following responsibilities:

- Lead and build a team of research scientists, engineers and technicians in the field of power electronics as applied to high power utility scale applications such as wind energy, electric compression for Oil&Gas applications, high speed, high power drives and more
- Conceive, formulate, and execute projects with technology and business leaders and across the company to formulate strategies for visionary technologies
- Provide technological responsibility, recruit top talent, mentor and coach team members, staff interdisciplinary teams by drawing appropriate resources, drive executions, meet budgets etc.
- Co-ordinate and consolidate information flow across organization
- Drive integration of high power electronics Center of Excellence across the company
- Connect the organization to the latest technology developments and trends in Europe

Profile of needed qualification skills

- Strong leadership skills and ability to identify and coach research talent
- Excellent academic track record and proven scientific achievements
- Ph.D. in EE, Electronics, Physics or related field
- 5+ years of experience in power conversion, controls, electromagnetic design and electr. systems
- Successfully proven team leadership and mentoring
- Successfully lead & execute multiple and large-scale projects simultaneously
- Ability to serve as a technology leader in broad electronics technical area
- Ability to translate technical complexity and to convert complex phenomenon into simple actions
- Ability to set direction for organization and break down vision into concrete action items
- Ability to understand customer and customer's customer
- Entrepreneurial mindset & acquisition expertise



- Fluency in English

Profile of needed soft skills

- Experience in interaction with European government agencies desirable
- Outstanding leadership skills & boundaryless approach (self-directed decision maker)
- Strong organizational vision, strategy & passion for technology
- Excellent communication, influencing & interpersonal skills
- Flexible, self-starter, high energy-level, team-player
- Strong networking & execution skills
- Solution oriented & pragmatic
- Ability to build and energize
- Can-do attitude

The German Technology Service as agent between industry and research

On behalf of the client the German Technology Service is responsible for the whole coordination including the acquisition, evaluation and support of all interested applicants and engineers.

Marketing Assistant

Date Posted:	14/02/2007
Listing Expires:	23/02/2007
Date Needed:	09/03/2007
City:	Dublin
Country:	Ireland
Primary Category:	Business Vacancies
Type of Position:	Full-Time
Education Requirement:	Honours Degree
Experience Requirement:	< 1 year

How to Apply / Contact

Please forward CV to: siobhan@genesisgroup.ie

Description & Details

Marketing / Admin Assistant

Duties

- General day to day assistance to sales & marketing teams
- Handling trade and consumer enquiries
- Assisting with co-ordination of product launches and sales promotions
- Preparing and presenting customer and consumer service analysis.
- Daily co-ordination of marketing activities with appropriate partners.
- Assist with preparation of monthly reports.



- Plan and co-ordinate staff and customer training seminars.

Candidate:

- An enthusiastic, hard working, self starter who enjoys a challenge
- Flexible and dynamic with the ability to work on own initiative.
- Capable of managing several projects at the same time with good organisational skills
- Good team player who can integrate well into a small organisation

Education & Qualification:

- Excellent Written and Verbal Communication Skills.
 - Honours Degree Business Admin / Marketing
 - Good Administration skills
 - Previous Travel Experience in Sales
 - Computer Skills, Microsoft, Word, Excel, PowerPoint and Access An Advantage
-

Materials Planner

Date Posted: 13/02/2007
Listing Expires: 16/02/2007
Date Needed: 16/02/2007
City: Citywest
Location: Dublin
Country: Ireland
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: < 1 year

How to Apply / Contact

Send your CV to Edelle.OFlaherty@Manpower.ie or call 01-4057715 for more information

Description & Details

Our client, a large multinational is looking for a materials planner to work in the Operations department.

What the job involves:

- Supporting senior materials planners
- Maintaining and tracking materials shortages
- Updating inventory tracking tools
- Updating information in Excel and ERP



Working with Oracle

The ideal candidate will have:

Some relevant experience
Semi-conductor experience would be an advantage
Excellent knowledge of Microsoft Excel
Knowledge of MS Office
High attention to detail
Ability to use initiative
Buying / Purchasing qualification an advantage

Residential Assistant Positions

Date Posted: 15/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Other Vacancies
Type of Position: Internship / Placement
Education Requirement: Higher Certificate
Experience Requirement: < 1 year

How to Apply / Contact

Application forms available from www.dcu.ie/ctyi

Tel: (01) 7005634
Fax: (01) 7005693
email: ctyi@dcu.ie

Deadline for Applications is Friday March 16th, 2007

Description & Details

Summer Employment Opportunities
at the Irish Centre for Talented Youth

Saturday, June 23rd – Friday, July 13th 2007
Saturday, July 14th – Friday, Aug 3rd 2007

The Irish Centre for Talented Youth (CTYI) at Dublin City University is seeking applicants from 3rd level students or teaching staff for assistant positions during their 3 week residential summer courses for academically talented 12-16 year old students.

Residential assistants work with students outside class time to provide supervision and run the



social and activities programme. Residential Assistants stay on campus for the duration of the programme.

Accommodation and board is provided for Residential Assistants.

Residential Assistants can work for one or two sessions.

Salary: €913 in total for three weeks, (€1826/ 6 weeks)

For more information, please contact:
Catriona Fitzgerald
Tel. 01-7008423 or Catriona.fitzgerald@dcu.ie

SALES & MARKETING

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: < 1 year

How to Apply / Contact

ANN KILGALLON RECRUITMENT
t: 01 462 3488
f: 01 462 3345
e: jobs@akrecruits.ie
w: www.akrecruits.ie

PLEASE SEND YOUR CV TO: jobs@akrecruits.ie TODAY!!!

Description & Details

Trainee Sales Manager: Must have background in life science / Lab (science degree, lab tech course) or relevant third level qualification to handle customer enquiries, providing sales and administration support to customers, assisting with preparation of tenders & quotations, processing of orders etc. Full training will be provided and excellent opportunities to progress to sales manager. Salary: €24-30K DOE.

Internal Sales Representative: with background in Power Tools Industry urgently required to: take in and process customer orders, selling and dealing with contractors, providing quotations and handling contracts. Must be extremely focused, driven, ambitious and energetic. Dublin West area! Hours: 39 hours per week. Salary: €24-26K DOE.



FMCG Sales Representatives and Merchandisers: Must have FMCG background. Required to check stock, take orders, build customer relationships. Must be self starter, energetic, honest and focused. Nationwide positions available. Salary €20-28K. benefits include company car/mobile phone/expenses.

Sales Manager: Must have Construction Industry background and proven sales record. Required to look after existing clients and seek out new business. This is an opportunity not to be missed. Must be expert at sales negotiation, able to advise on stock queries, pricing etc. Salary €40 – 50K DOE, benefits include company car/mobile phone/expenses.

Marketing Executive: Must have 3-5 Years marketing experience. Particularly direct marketing strategies. Based in South County Dublin. Sole responsibility for marketing of the products and the company. Salary DOE 30-40K

SECRETARIAL & ADMINISTRATION

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: 1-2 years

How to Apply / Contact

ANN KILGALLON RECRUITMENT
t: 01 462 3488
f: 01 462 3345
e: jobs@akrecruits.ie
w: www.akrecruits.ie

Description & Details

Sales Administrator: Naas Road / Clondalkin area. Urgently required to be responsible for: Order processing, handling customer queries, processing invoices, processing monthly stock orders, management reports, typing & general administration. Excellent company with excellent prospects. Hours: 9am to 5pm (Monday to Friday) Salary: €28-30K DOE + Pension.

Do you want to work in a fast-paced environment with great scope to advance? Our clients require 4 Sales Support people for offices in Lucan, Citywest, Ballymount and Palmerstown. Industries include Audio-visual, Security and IT. Responsibilities include: quotations, dealing with tenders, and database maintenance amongst others. Salary 25-30K DOE

Administrator: urgently required for progressive company in Ballymount, Dublin 24 area. Must have strong PC and organizational skills, good working knowledge of MS word & excel, excellent



telephone manner. Hours: 8.30am to 5.30pm. Salary: €24-28K DOE

Super Receptionists! 3-4 Receptionists required for companies in the Tallaght, Fonthill and Naas road areas (construction, IT and distribution). Must have min. 1 year's experience in a similar role. Smart presentation and excellent telephone skills required. Must be comfortable with Microsoft Office, able to multi-task and remain calm under pressure. Salary: 24-30K DOE

Front desk Customer Service: person needed for excellent company in Citywest. You will be bright and confident interfacing with clients rather than just working on the phone. Responsibilities involve handling inbound calls, maintaining the database, quoting jobs, following up on customer orders. Salary: €24-26K DOE + Bonus

Service Support Specialist

Date Posted: 16/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Computing Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: 1-2 years

How to Apply / Contact

Contact:
Doireann.Shivan@leaseplanis.com

Leaseplan House, Level 2
Central Park, Leopardstown
Dublin 18, Ireland

+353 (01) 680 4200

Description & Details

Job Purpose

The Service Support Specialist role comprises of both customer service and technical support which involves the day-to-day delivery of support services to LPIS customers worldwide. Responsibilities will include resolving technical queries and requests, focusing on the "accuracy of solution" and providing a high level of customer service.

This role reports to the Service Support Team Leader.

Principal Accountabilities



- Provide first level incident resolution for LeasePlan entities globally
- Log and route tickets received from LeasePlan entities globally
- Involved in the day-to-day operational activities which are associated with operating the service desk
- Ensuring that issues are pursued from initial contact to final resolution in accordance with service level agreements
- Initiate and adhere to documented processes, procedures and work instructions within the ITIL guidelines
- Monitor and report on SLA (Service Level Agreement) performance

Knowledge, Skills & Experience

Knowledge

- Basic Operating System knowledge of Windows environment
- Understanding of LAN, WAN environments
- Working knowledge of service support centre/helpdesk
- High level of computer literacy
- Previous experience with Lotus Notes an advantage

Skills

- Work as part of a team while adopting an approach of information sharing throughout the team
- Excellent communication skills both written and oral
- Strong problem solving and analytical skills
- Ability to build relationships with colleagues, customers and suppliers
- A customer service mentality with attention to detail and a quality focus
- Ability to multi-task and work to deadlines
- Ability and desire to work on your own initiative

Education and Experience

- 1-2 years in a support role or customer service role in an IT environment
- Third level qualification is desirable but not essential
- Experienced of dealing with both internal and external customers at various levels
- Flexible for shift working. Shift pattern in place covering 6:00am to 6:00pm

LeasePlan Infrastructure Services Ltd is an Equal Opportunities Employer

Student/Intern - Logistics Analyst

Date Posted:	15/02/2007
Listing Expires:	15/03/2007
Location:	Dublin
Primary Category:	Business Vacancies
Type of Position:	Full-Time
Education Requirement:	Higher Certificate



Experience Requirement: < 1 year

How to Apply / Contact

Contact:
Seamus McGrath
Vitality Recruitment Officer
Server 4 Building, Damastown Industrial Park
Mulhuddart, Dublin 15

Telephone DDL: +353(1) 815 5556
Fax: +353(1) 815 2190
Email: smcgrath@ie.ibm.com

Description & Details

Job description

Students are employees hired for a pre-professional/professional assignment while enrolled at a university/educational institution or just after completion of qualification and work for IBM as a required part of their academic program or work during vacation, breaks, and/or holiday periods or as a placement year, for example, co-ops and interns.

Desired experience

Key roles and focus are:

The vacant role will have a number of focus areas:-

Traffic - Imports

SOD

Business controls.

Traffic - Imports

Monitoring inbound logistical activities to ensure that all manufacturing parts arrive in timely fashion.

Tasks / responsibilities

- Organise Service Level upgrades when required
- Respond to e-mail / phone queries from Procurement / carriers
- Manage contracted GL carriers for Imports
- Prepare monthly measurements
- Organise collections with relevant carrier for Procurement dept.
- Participate in weekly invoice meeting.
- Provide freight cost analysis as required.
- Manage Premium Transportation Database
- Issue corrective actions where applicable and close accordingly.
- Purchase Order Administration
- Participate on Inbound related projects required.
- Run Bi weekly / Monthly Carrier performance meetings.

II. SOD

Assisting the current SOD Admin with the control and administration of all GL application / database & physical access requests.

Tasks / Responsibilities



- System Application Access Coordinator
- Physical Access Coordinator
- Fixed Assets Coordinator
- Global Logistics SOD analysis owner and upkeep of matrix
- Compliance test performer

III. Business Controls Professional

Assisting with the management and daily running of the compliance test program.

- Trending and measuring control programs and posture.
- Coordinate and facilitate controls programs and reporting i.e. GL
- Measurement Meeting.
- Interpreting control procedures and directives for the Business
- Control Professional.
- Conducting compliance tests on GL processes and procedures.
- Monitor compliance test coverage percentages, month to month.

Required skills

- Project Mgt
- Microsoft office
- Trend Analysis
- Communication
- Personal ownership
- Ability to learn
- Teamwork
- English: Fluent

Additional information

This position is for 11 months and candidates must have work authorisation for full duration of placement

Teach English as Foreign Language abroad

- Date Posted:** 12/02/2007
Listing Expires: 12/03/2007
Primary Category: Other Vacancies
Type of Position: Volunteer
Education Requirement: Ordinary Degree
Experience Requirement: < 1 year

How to Apply / Contact

Please send a CV to patrick.windt@i-to-i.com or SallyAnn.King@i-to-i.com

Description & Details

Imagine where you could be and what you could be doing.



i-to-i.com is designed to make finding your perfect travel experience as easy as possible. Teaching English as a Foreign Language (<http://www.i-to-i.com/TEFL>) (TEFL) courses; With millions of people worldwide desperate to learn the English language, the demand for TEFL teachers has never been so high. There are thousands of language schools worldwide looking for qualified TEFL tutors and competition for jobs is fierce. Which is why taking a respected and internationally recognised TEFL course is so important.

So whether you're looking for volunteer travel experiences (<http://www.i-to-i.com/projects>); Travel with i-to-i and you'll visit a world that backpackers and package tourists can only dream of. From the banks of the Amazon to the shores of the South China Sea, from Buenos Aires to Beijing, our travellers are enjoying amazing travel experiences and making a positive contribution to the world we live in. If you want to be inspired by travel, if you believe that travel should awaken the senses and quicken the pulse, if you're convinced that there has got to be more to life than two weeks in the sun every summer, check out www.i-to-i.com and find out where i-to-i could take you... Earn up to US \$1,700 a month!

Our Paid Teaching Opportunities offer full TEFL training, expert advice on finding well paid TEFL work overseas and complete support while you're away.

If you want expert TEFL training and help finding well-paid work overseas, our Paid Teaching Opportunities overseas are the perfect solution. We'll help you through the whole process and support you all the way with our full training and guidance service. Finding work overseas has never been easier!

We currently have opportunities in 10 countries worldwide and we're adding more all the time. (watch this space...)

Teaching Assistant Positions

Date Posted: 15/02/2007
Listing Expires: 16/03/2007
Location: Dublin
Primary Category: Other Vacancies
Type of Position: Internship / Placement
Experience Requirement: < 1 year

How to Apply / Contact

For more information, please contact:
Catriona Fitzgerald
Tel. 01-7008423 or Catriona.fitzgerald@dcu.ie

Application forms available from www.dcu.ie/ctyi



Deadline for Applications is Friday March 16th, 2007

Description & Details

Summer Employment Opportunities at the Irish Centre for Talented Youth

Monday, June 25th – Friday, July 13th 2007

Monday, July 16th – Friday, Aug 3rd 2007

The Irish Centre for Talented Youth (CTYI) at Dublin City University is seeking applications for the Teaching Assistant positions on the Older Student Summer Programme. CTYI provides enrichment courses for academically talented students aged between 12 and 16 years.

Subject areas include:

Session 1:

Archaeology
Biomedical Diagnostics
Computer Apps
Philosophy
Physiotherapy
Psychology
Writing for Life
Entrepreneurship
Astronomy
Drama
Modern Maths
Legal Studies
Veterinary Science
Engineering

Session 2:

Archaeology
Corporate Business
Criminology
Art history
International History
International Relations
Journalism
Philosophy
Psychology
Investigative science
Spec fiction
Speech therapy
Novel writing
Theoretical Physics
Globalisation

Hours: Mon-Fri, 9.00am – 12pm, 1–3.00pm, 7.00pm – 9.00pm

Salary: €838 in total for three weeks

Lunch is provided for TAs, but no accommodation.



Teaching Assisants can work for one or two sessions.

Tel: (01) 7005634
Fax: (01) 7005693
email: ctyi@dcu.ie

Trainee Company Secretaries

Date Posted: 15/02/2007
Listing Expires: 30/03/2007
Location: Dublin
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Honours Degree
Experience Requirement: < 1 year

How to Apply / Contact

Application is by the official KPMG CLAS application form only which is available on our Graduate Recruitment website at www.kpmg.ie/grad2006.

Description & Details

Have you thought about why you think you would enjoy working for KPMG Corporate Legal Advisory Services? Have you thought about your strengths ambitions and interests and how they relate to a career with a specific emphasis on company law and company secretarial practice?

To succeed in a Trainee Company Secretary role at KPMG, you will:

Have ICSA exemptions or have a keen interest in this area and hold, as a minimum, a relevant degree in business/law;
Have the ability to work in a team environment and have leadership qualities.

Our closing date for applications is Friday 30 March 2007.

If you are enthusiastic about the opportunities we can offer, we want to hear from you.

Trainee Customer Service Representative

Date Posted: 08/02/2007
Listing Expires: 28/02/2007



Date Needed: 08/02/2007
City: Dublin
Location: Dublin
Country: Ireland
Primary Category: Business Vacancies
Type of Position: Full-Time
Education Requirement: Higher Certificate
Experience Requirement: 1-2 years

How to Apply / Contact

Send Curriculum Vitae to HR Department, Frank Glennon Limited, Charlemont House, Charlemont Quay, Dublin 2. Also you can email: hr@glennons.ie

Description & Details

Trainee Customer Service Representative

The Company

Glennon is one of the largest independently owned Irish Insurance Brokers, Consultants and Risk Managers. Glennon is a dynamic tightly focused organisation constantly seeking to grow and innovate. Our success is based on the quality and efficiency of our services and our ability to deliver total client satisfaction in the creation of effective insurance solutions for our clients. We achieve this by maintaining a proactive and creative approach, combined with a total commitment to client service. Glennon have built up an exceptional record over more than 50 years of delivering effective insurance solutions to our personal clients.

Glennon can offer you a challenging and rewarding career in a constantly changing environment, working with colleagues, some of which are among the most talented and experienced people in the insurance industry.

Glennon reward individual initiative and team working ability and place great emphasis on staff training and development.

The Role

Our Client Services Brokers operate in highly focused teams, working with one another and the Insurance Companies to deliver directly to our personal clients a service of the highest professional standards.

The Role includes: -

- Handling of inbound new business enquiries, conducting a fact-find of insurance requirements and locating the insurance products on the market that represent the best value for money in terms of price and cover, and the provision of appropriate advice and guidance to customers on these products.

- Arranging cover on new insurance products and ensuring that these are delivered to the client in a timely manner.



- Provision of advice of all queries and implementing alterations on existing products.
- Handling of and provision of advise on the processing of claims on insurance products.
- Processing the renewal of existing insurance products, ensuring that the current product represents good value for money in terms of price and cover and advising client of potential alternative products where appropriate.

The Candidate

The successful candidate will be a mature, motivated person interested in developing a career within the Financial Services Sector and the Insurance Industry specifically. They will possess good communication and keyboard skills, and be capable of working as part of a team or on their own initiative.

The Position

The position is a full-time permanent position with an attractive remuneration package including bonus schemes, 20 days holidays per annum, non-contributory pension (subject to qualification), discounted Group VHI Insurance, Personal Accident Insurance and Gender Cancer Care Insurance. The position offers an opportunity to develop a rewarding career in an exciting, competitive industry.
