

Leitrim Jobs Board

Weekly Job Bulletin

Leitrim Observer

JANUARY 15 2025 | ISSUE NO.236



Receptionist / Secretary

Part-Time or Full-Time

A busy local practice is seeking a part-time or full-time Receptionist/Secretary to join their team. The ideal candidate will be friendly, organised, and able to manage a fast-paced front desk environment.

Key Duties Include:

- Greeting and assisting patients
- General administrative and clerical support
- Managing phone calls and appointment scheduling
- Previous experience is an advantage but not essential – training will be provided

Apply:

Please send your CV and a brief cover letter to
doctorhelenamohillpractice@gmail.com



Van Sales Person

O'Hara's of Foxford

A well-established West of Ireland based company is seeking a Van Sales Person for the Roscommon and surrounding areas.

Details:

- 5 days per week
- Sales experience an advantage but not essential
- Excellent terms and conditions for the right candidate

Apply:

Enquiries with CV to pdoory@oharasoffxford.com



Part-Time Farm Worker / Manager

A part-time farm worker / manager is required to help run a small to medium-sized farm in the Newtownforbes / Drumlish area.

Requirements:

- Minimum 2 years' farming experience essential

Apply:

Call 087 295 7976

or email cvs2042@gmail.com



msletb

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

Youthreach Resource Person

Sligo

Applications are invited from suitably qualified persons for the position of Youthreach Resource Person based in Sligo.

Full details and application forms are available from www.msletb.ie.

MSL ETB is an equal opportunities employer.



Multiple Vacancies – Arken Construction

Sligo (Immediate Start)

Due to continued expansion, Arken Construction is recruiting for the following positions:

- **Senior Quantity Surveyor**
- **Intermediate Quantity Surveyor**
- **Junior Quantity Surveyor**
- **Health & Safety Officer**
- **Junior Site Engineer**
- **Crane Driver (Self Erector Crane)**
- **Experienced Groundworkers / Pipe Layers**
 - **Scaffolder**

All positions are Sligo-based and available immediately.

Apply:

Please send your CV to info@arkenconstruction.com

OTHER VACANCIES

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Hazport Ireland, a hazardous waste treatment and transport company, based in Ballinamore, Leitrim are looking to fill the following roles:

Full and Part time Artic Drivers.

Drivers must have:

- CE Licence
- Up to date CPC card
- ADR driver card (advantage)

To apply, contact us at support@hazportireland.com or call 0867815272 for more information

OTHER VACANCIES

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Early Years and School Aged Services Lead Educator

Part-Time & Full-time

Job Description

The successful candidate(s) will be responsible for ensuring high quality and best practice standards are maintained in our Early Years and School Aged service, ensuring practice is underpinned by the Aistear curriculum and the National Quality Guidelines in accordance with Síolta standards. You will be working in a supportive team environment and training will be available.

Your principal duties & **responsibilities** will be:

- Organise, plan and deliver a child lead curriculum.
- Record keeping and observations to be carried out on key children.
- Supporting compliance with relevant regulatory bodies.
- Maintain room and equipment to ensure the health and safety of the children
- Maintain strict confidentiality.
- Adhere to Leitrim Development Company policies, procedures and always ensuring best practice

Key Skills

- Organisational skills and an ability to manage their workload
- Ability to work well with people and bring out the best in them
- Commitment to delivering high quality service
- Good communication & interpersonal skills.

Qualifications

- A minimum qualification of level 7 or higher in Early Years and Education.
- Experience in a similar role.

To Apply

Email admin@ldco.ie or by post to Ms Barbara Sweeney, Leitrim Development Company, Church St., Drumshanbo, Co. Leitrim by 5.00pm on the 23rd of January 2026.

[Click Here for More Information](#)

OTHER VACANCIES

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Quantity Surveyors – Intermediate & Senior

Kelly & O'Callaghan Ltd (KOC QS)

Carrick-on-Shannon, Co. Leitrim

Immediate Start

Kelly & O'Callaghan Ltd (KOC QS) is a well-established and growing Quantity Surveying and Construction Cost Consultancy practice. Due to continued growth, we are seeking Intermediate and Senior Quantity Surveyors to join our team at our Carrick-on-Shannon office.

The Role

- Cost planning and cost control
- Preparation of estimates, BOQs and tender documentation
- Tender analysis and reporting
- Contract administration and valuations
- Final accounts and project close-out
- Client and stakeholder liaison

Requirements

Intermediate Quantity Surveyor

- Degree in Quantity Surveying or related discipline
- 3–5 years' relevant experience
- Strong knowledge of construction contracts and cost management
- Excellent communication and organisational skills

Senior Quantity Surveyor

- Degree in Quantity Surveying or related discipline
- 6+ years' relevant experience
- Proven ability to manage projects independently
- Strong commercial awareness and leadership skills

What We Offer

- Competitive salary package (commensurate with experience)
- Immediate start
- Long-term career progression
- Exposure to a diverse range of projects
- Supportive and professional working environment

Apply

Please send your CV to gavin@kocqs.com.

All applications will be treated in strict confidence.



COUNTY LEITRIM

Receptionist – Full Time

Ardan Collective, Carrick-On-Shannon — front-desk reception and general administration.

Garden Centre Sales Assistant

Kennedys Home & Garden, Ballinamore — customer service and general retail duties.

School Meals Operatives

Various schools in County Leitrim — preparing and serving school meals, part-time.

Production Operative

Manufacturing employer, County Leitrim — production line work, shift-based.

To Apply to and View more Leitrim job listings
Click here



COUNTY ROSCOMMON

Sales (No Experience Required)

Uniquely, Roscommon — field-based sales role with full training.

Healthcare Assistant

Clannad Care — home-support care across County Roscommon.

Groundsperson / Chainsaw Operator

Parklawn Tree Services Ltd — line-clearance and tree-work operations.

Social Care Worker

Shamrock Group — supporting service users; relocation assistance offered.

To Apply to and View more Roscommon job listings
Click here



COUNTY SLIGO

Receptionist with Dental Nursing Experience

Total Dental Ireland, Sligo — clinic reception, booking management, and chairside support.

Part-Time Merchandiser

Field Management Ireland — store visits, merchandising, and planogram completion.

Afterschool Childcare SNA / AIM

Kids Inc — supporting children in an afterschool environment.

Healthcare Assistant

Irish HomeCare — home-care role across County Sligo.

To Apply and View more Sligo listings
Click here



COUNTY LONGFORD

Healthcare Rapid Responder

Connected Health — providing community-based rapid response care.

Health Care Assistant (Lanesborough & Keenagh)

Danu Home Care — assisting clients with personal and practical care.

B2B Sales Executive

Uniquely — business-to-business sales role with travel.

Fitters for Windows & Doors

Larkin Windows & Doors — installation of windows and doors.

[To Apply and View more Longford listings](#)

[Click here](#)

COMMUNITY EMPLOYMENT

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Childcare Assistant



Ref: #CES-2424680

Tullaghan, Co. Leitrim,

Published On: 12/12/2025

Closing On : 23/01/2026

CE SCHEME



Childcare Assistant



Ref: #CES-2424679

Kiltubrid, Co. Leitrim,

Published On: 12/12/2025

Closing On : 23/01/2026

CE SCHEME



Childcare Assistant



Ref: #CES-2424678

Fenagh, Co. Leitrim,

Published On: 12/12/2025

Closing On : 23/01/2026

CE SCHEME



Childcare Assistant



Ref: #CES-2424672

Ballinamore, Co. Leitrim,

Published On: 12/12/2025

Closing On : 23/01/2026

CE SCHEME



Receptionist/Tour Guide



Ref: #CES-2362583

ST GEORGE'S HERITAGE GROUP LTD, St George's Visitor , Church Lane, Co. Leitrim, N41 KP62

Published On: 12/12/2025

Closing On : 23/01/2026

CE SCHEME



Tidy Towns Worker in Manorhamilton



Ref: #CES-2423859

Bee Park Community Centre, New Line, Manorhamilton, Co. Leitrim, F91 HCD9

Published On: 08/12/2025

Closing On : 19/01/2026

CE SCHEME



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COMMUNITY EMPLOYMENT

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18 Jobs

Community Horticulture Advisor



Ref: #CES-2428727

Drumshanbo, Co. Leitrim, N41 F9W6

Published On: 14/01/2026

Closing On: 25/02/2026

CE SCHEME



Environmental Worker



Ref: #CES-2428222

AUGHAVAS PARISH IMPROVEMENTS S, Parochial House, Aghavas, Co. Leitrim, H12 RX99

Published On: 12/01/2026

Closing On: 23/02/2026

CE SCHEME



Call Operator



Ref: #CES-2426180

The Food Hub, Carricknabrack, Drumshanbo, Co. Leitrim, N41 EK82

Published On: 23/12/2025

Closing On: 03/02/2026

CE SCHEME



Childcare Assistant



Ref: #CES-2424683

Annaduff, Carrick-On-Shannon, Co. Leitrim,

Published On: 12/12/2025

Closing On: 23/01/2026

CE SCHEME



Childcare Assistant



Ref: #CES-2424682

Kinlough, Co. Leitrim,

Published On: 12/12/2025

Closing On: 23/01/2026

CE SCHEME



Childcare Assistant



Ref: #CES-2424681

Cloone, Co. Leitrim,

Published On: 12/12/2025

Closing On: 23/01/2026

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COMMUNITY EMPLOYMENT

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Administrator



Ref: #CES-2423637

Published On: 04/12/2025

ROSSINVER YOUTH PROJECT, The C, Sraud, Rossinver, Co. Leitrim, F91 NY6V

Closing On: 15/01/2026

CE SCHEME



Caretaker



Ref: #CES-2423635

Published On: 04/12/2025

ROSSINVER YOUTH PROJECT, The C, Sraud, Rossinver, Co. Leitrim, F91 NY6V

Closing On: 15/01/2026

CE SCHEME



Environmental Worker



Ref: #CES-2423633

Published On: 04/12/2025

ROSSINVER YOUTH PROJECT, The C, Sraud, Rossinver, Co. Leitrim, F91 NY6V

Closing On: 15/01/2026

CE SCHEME



Persons In Recovery From Substance Misuse (C.E. Rehabilitation Scheme)



Ref: #CES-2423632

Published On: 04/12/2025

ROSSINVER YOUTH PROJECT, The C, Sraud, Rossinver, Co. Leitrim, F91 NY6V

Closing On: 15/01/2026

CE SCHEME



Environmental Worker



Ref: #CES-2423615

Published On: 04/12/2025

DROMAHAIR AREA REC CTR, Friarstown, Dromahair, Co. Leitrim, F91 KR77

Closing On: 15/01/2026

CE SCHEME



Environmental Worker



Ref: #CES-2423610

Published On: 04/12/2025

Radharc Na T'seipeal, Drumkeeran, Co. Leitrim,

Closing On: 15/01/2026

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