



Mount Juliet Estate



#JOB-2406754



MT JULIET EST, Mt Juliet Est, Mount Juliet,
Thomastown, Co. Kilkenny, R95 E096



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



12/08/2025



09/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://api.occupop.com/shared/job/full-time-receptionist-bdf79>



Open your camera
app & point here
to view this ad
online



Receptionist

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Mount Juliet Estate, a Marriott Autograph Collection, is a 5* Resort, set in 500 acres of rich and historic Irish countryside. Whether it is the elegant grandeur of a magnificent Georgian Manor House or the chic sophistication of Hunter's Yard, our two residences draw on centuries of local Irish heritage to weave a rich tapestry of vibrant stories. We are proudly certified as a Failte Ireland Outstanding Employer, and we warmly welcome you to add your own experience to Mount Juliet Estate's ever evolving story.

We have a fantastic vacancy for a Full-Time Receptionist to join the team.

Reporting to the Front of House Manager the role of the front office associate is to welcome guests as they arrive at the hotel.

Responsible for checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. To provide guests with information, answer their queries and deal with complaints.

Key Duties and Responsibilities

To undertake front of house duties, including meeting, greeting and attending to the needs of guests, to ensure a superb customer service experience.

To build a good rapport with all guests and resolve any issues quickly and report any complaints to

management, to maintain high quality customer service.

To deal with guest requests to ensure a comfortable and pleasant stay.

To be responsible for accurate and efficient with guest billing and billing procedures.

To assist in keeping the hotel reception area clean and tidy at all times.

To undertake general office duties, including correspondence, emails and filing

To ensure that all reservations and cancellations are processed efficiently.

To report any maintenance, breakage or cleanliness problems to the relevant manager.

Required:

Some experience in a front office or hospitality role.

Excellent interpersonal skills, including a pleasant telephone manner

Good administrative skills and the ability to use email and booking systems Good team working skills

A friendly and welcoming approach

High standards of dress and presentation

Fluent level of English and eligible to work in Ireland.

Valid Driving License

Benefits Include:

Competitive Pay

Employee Assistance Program

International Hotel discounts

Staff Meal

Uniform

Training & Continuous Professional Development

Complimentary Health Club Access

Why join our team?

Be part of an award-winning, certified Best in Hospitality, globally recognized luxury hotel.

Collaborate with a passionate and dynamic team dedicated to excellence.

Enjoy competitive compensation, benefits, and opportunities for professional growth.

Shape the future of an iconic brand while creating unforgettable guest experiences.

This is an excellent opportunity for an experienced individual to progress their career within a 5* Luxury Estate with a supportive and ambitious employer. We look forward to hearing from you!

Mount Juliet Estate is an Equal Opportunity employer

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]