



Sodexo Ireland



#JOB-2408262



Dublin , D01 F7X3



No of positions : 1



Paid Position



45 hours per week



15.41 Euro Hourly



20/08/2025



17/09/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Address:

[URL For](#)

[Applications:https://community.sodexojobs.co.uk/members/146878&ATSI=SDX&jobboard=JobsIreland.ie+Email&job=146878](https://community.sodexojobs.co.uk/members/146878&ATSI=SDX&jobboard=JobsIreland.ie+Email&job=146878)



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## 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

Job Introduction

Full time

45 hours per week

8:00am - 5:00pm

Monday to Friday

€15.41 per hour

Opportunities for career development

Plus our Sodexo employee benefits package

Receptionist

St James Gate, Dublin - Full time

Valued. Recognised. Rewarded. A role you can feel good about.

At Sodexo, we're passionate about our people. We know that our teams are the key to delivering exceptional service and creating meaningful experiences for our clients, customers, and employees.

We are currently seeking a dedicated and dynamic Receptionist to join our team and play a key role in driving excellence and innovation in Administration.

What you'll do:

Sign in all visitors to site.

Issue security badges.

Respond to emergency situations (fire activation, first aid etc)

Incident reporting/ DOB.

To answer incoming calls and transferring to relevant departments.

What you'll bring:

Excellent communications skills

Computer Literate

Good customer service skills

Good personal hygiene and appearance

Previous experience in similar role

PSA licence is desirable

Great organisational skills

High attention to detail

- **Sector:** other service activities

### **Career Level**

- Entry Level