



MEEHANS LIMITED



#JOB-2408306



MEEHAN'S, Dublin Road, Dundalk, Co. Louth,
A91 TW02



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



21/08/2025



18/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@meehans.ie



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



Temporary Receptionist/ Book-keeper/ Customer Service Executive

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

Meehans Limited, established in 1947, operates a Toyota Car Dealership in Dundalk, County Louth. We are currently recruiting an experienced temporary full time Receptionist/Book-Keeper / Customer Service Executive to join our team to cover Maternity Leave.

Role:

As a member of our front of house team you will be responsible for welcoming customers into the showroom, answering phone enquires, taking receipts and dealing with customer complaints in compliance with Toyota Standards. This person needs to be organised, flexible, possess excellent interpersonal skills, be prepared to work of own initiative and as part of a team.

Job Description:

- Answering the telephone and dealing with customers in person, in an efficient, professional and courteous manner ensuring the highest standard of Customer Service with an aim to retaining customers and maintaining customer satisfaction..
- Receiving, recording, posting, allocating and reconciling all receipts from customers.
- Managing and recording of Petty Cash ensuring documented and authorised.
- Matching/entering purchase ledger invoices and reconciling to Creditors Statements.
- Support for Car Sales – creating finance documents & registering vehicles.
- Ensure Customer lounge is kept clean & tidy with adequate supply of tea/ coffee/ water etc.
- Maintain and order stationery when necessary
- Attend and maintain technical / professional development in line with Toyota and the Motor Industry standards.
- Maintain safe working practices and standards of the dealership.
- Undertake additional responsibilities when required.

Requirements:

- Excellent communication and people skills.

- Proficient organisational, IT & administration skills.
- Ability to work calmly under pressure.
- Previous experience of working in a franchise dealership would be advantageous whilst not necessary as training will be provided.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]