



The Clonakilty Park Hotel



#JOB-2410448



Clonakilty Park Hotel, Clogheen, Clonakilty,  
Co. Cork, P85 RD23



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



03/09/2025



01/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : mcarolan@clonakiltyparkhotel.ie



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



## Hotel 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

This hotel presents a fantastic opportunity for talented individuals to gain experience in the exciting environment of this popular, family friendly hotel.

#### Objective of the Role:

Reporting to the Front Office Manager, the receptionist is the first person that a guest meets on arrival to the Hotel, therefore it is of utmost importance that all staff present a friendly and professional image to our guests at all times.

#### Key Duties and Responsibilities:

Greet and welcome our guests to the Hotel.

Register the guests and take payment.

Answer any queries the guest may have on in house facilities and tourist information.

Take responsibility for the security of the keys.

Update all guest information in the computer.

Take phone reservations and confirm reservations to our guests.

Input online reservations

#### Requirements:

Excellent customer care skills.

Be able to work on your own initiative.

Excellent verbal and written communication skills.

Be able to cope well under pressure.

Applicant must have good command of the English language.

Flexibility with availability

#### Benefits:

Competitive salary

Meals on duty

Membership of leisure centre

Parking

Social events

Uniform provided

Training and Development

Employee of the Quarter

Flexible working

If you feel you have relevant experience please apply on line with CV and cover letter.

- **Sector:** accommodation and food service activities

### **Career Level**

- Student