



RENMORE GYMNASTICS COMPANY

LIMITED BY GUARANTEE



#JOB-2416960



Ballybrit, Galway, Co. Galway,



No of positions : 1



Paid Position



24.5 hours per week



14.50 Euro Hourly



17/10/2025



31/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : aoife@renmoregymnastics.org



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

Reception is the first point of contact for gymnasts and families (Tue-Fri).

Staff are responsible for:

Registering gymnasts for class,

Ensuring they leave safely and answering parent queries,

Answering the telephone and emails,

Providing support to the Team Lead are all part of the daily duties,

Handling cash and credit card transactions.

This is a part time position Tue – Fri, 2:30 – 8:30pm (Tue, Thu, Fri) and 2:30 – 8:30pm (Wed). Hours may differ during mid term breaks and summer.

Good command of the English language - spoken and written.

Ability to climb stairs.

€14.50 p.h. (aged 20+)

Part-time, permanent (trial period is 6 months)

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme) **OR** EDCL or equivalent an advantage

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Flexibility, Initiative, Priority Planning, Teamwork

