



Sodexo Ireland

#JOB-2432290

Leopardstown, Dublin 18,

No of positions : 1

Paid Position

39 hours per week

15.40 Euro Hourly

03/02/2026

17/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/lobby-host-in-leopardstown-dublin-18.12201>



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



## Lobby Host

### 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

Duties to include - Greet and assist employees, clients, and visitors with warmth and professionalism.

Deliver consistent front-of-house operations, including reception, visitor sign-ins, communal areas and meeting room coordination.

Collaborate with internal teams and external vendors to support a seamless workplace experience.

Host workplace events, client activities, and proactively escalate maintenance or facilities issues to the appropriate teams.

Handle incoming communications and ensure messages are delivered accurately and efficiently.

Maintain a tidy, organised, and presentable office environment.

### What you will bring

Previous experience in a similar client facing or hospitality role is a plus, but excellent interpersonal and communication skills are the key

A positive, energetic and proactive attitude with a passion for exceeding customer expectations

Proficient in office software (e.g., Microsoft office, excel, power-point, outlook)

Strong organisational abilities and attention to detail

- **Sector:** other service activities

### Career Level

- Not Required

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative