



Company Details Confidential



#JOB-2432891

KETTLE'S COUNTRY HOUSE HOTEL,



Killeek, Saint Margaret's, Co. Dublin, K67

HC57



No of positions : 1



Paid Position



20 hours per week



Dependent On Experience



06/02/2026



06/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : colin@kettleshotel.ie



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

Part-Time Receptionist – Shift Work

We are currently seeking a reliable, professional Part-Time Receptionist to join our team. This is a front-facing role that requires confidence, organisation, and the ability to manage a busy reception environment while dealing with the public.

The ideal candidate will have previous experience working as a receptionist and be proficient in computer use, including email, scheduling, and general administrative tasks. English speaker with communication skills and a professional manner are essential.

This position involves shift work, therefore flexibility is required. Due to shift patterns and location, own transport is essential.

Key Requirements:

- Previous experience in a receptionist role
- Confident and professional when dealing with the public
- Computer proficient (email, booking systems, general administration)
- Flexible availability for shift work
- Own transport essential

Key Responsibilities:

- Greeting and assisting clients
- Managing phone calls and appointments
- General reception and administrative duties
- Maintaining a professional and welcoming reception area

This role would suit someone organised, dependable, and comfortable working independently in a customer-facing position.

Applicants should submit a CV detailing relevant experience to colin@kettleshotel.ie

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Hospitality
- **Competency Skills:** Flexibility, Initiative, Teamwork, Time Management