



Company Details Confidential

#JOB-2433019

JOHN V. KELLY & COMPANY, 27 Church Street, Cavan, Co. Cavan, H12 H950

No of positions : 1

Paid Position

40 hours per week

Dependent On Experience

09/02/2026

09/03/2026

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

The role is based in a busy Solicitors Office and will require good telephony skills, a friendly manner, ability to deal with the public, good organisational skills, ability to manage diary and scheduling appointments. Successful candidate should preferably have previous office experience and secretarial skills

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@jvkelly.com



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