



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

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@jvkelly.com](mailto:info@jvkelly.com)



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

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]