



SKINOLOGY LIMITED



#JOB-2434898



Unit 4 & 5, Lismard house , Tullow st , Co.

Carlow, R93 F683



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



19/02/2026



19/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : emily@skinologyclinic.ie



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



Receptionist / Front of House

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 Front of House / Receptionist is responsible for delivering an exceptional client experience while ensuring the smooth and efficient operation of the clinic's reception area. As the first point of contact, this role represents the brand and upholds the clinic's professional image at all times.

Key Responsibilities

- Welcome clients in a warm, friendly, and professional manner
- Manage appointment bookings, confirmations, rescheduling, and cancellations
- Handle incoming calls, emails, and online enquiries promptly and professionally
- Maintain accurate and confidential client records
- Process payments, manage POS transactions, and reconcile daily takings
- Promote treatments, packages, memberships, and retail skincare products
- Maintain a clean, organised, and inviting reception and waiting area
- Support clinic operations including stock control and administrative tasks
- Ensure compliance with clinic policies, privacy regulations, and health & safety standards
- Assist with client retention strategies including follow-ups and review requests

Key Requirements

- Previous experience in reception, customer service, or the beauty/aesthetic industry preferred
- Excellent communication and interpersonal skills
- Strong organisational and multitasking abilities
- Professional presentation and positive attitude
- Confident using booking systems, POS systems, and basic computer software
- Sales-focused mindset with ability to upsell and cross-sell services
- High level of discretion and commitment to client confidentiality
- Ability to work efficiently in a fast-paced, client-focused environment
- Flexible availability including evenings or weekends if required

- **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)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Financial
- **Competency Skills:** Collaboration, Decision Making, Leadership, Management
- **Driving Licence:** None:
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 30 Kilometres