



Sodexo Ireland



#JOB-2443525



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



30900.00 Euro Annually



17/04/2026



15/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/receptionist-in-dublin.13382>



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

Receptionist

Contract Type:

Fixed -Term

Location:

Dublin (On-site)

Reports to: Front of House Reception Manager – Ireland

The Opportunity

Join Sodexo as a Corporate Receptionist and become the face of a prestigious corporate office in Dublin. As the first point of contact for clients and visitors, you will play a key role in delivering a seamless, professional, and welcoming front-of-house experience.

Key Responsibilities

Provide a warm and professional welcome to all visitors and clients, ensuring a smooth check-in process and prompt communication with internal teams

Coordinate meetings and events, including room setup, AV requirements, and catering, working closely with service delivery teams

Manage bookings for meeting spaces including client suites, conference rooms, and specialist collaboration areas

Support meeting room scheduling and optimise room utilisation

Carry out regular checks of reception and meeting spaces to ensure they are clean, correctly set up, and client-ready

Perform routine testing of IT and audio-visual equipment, reporting faults promptly

Act as a brand ambassador, delivering exceptional front-of-house service standards

Anticipate client needs, follow up on requests, and ensure expectations are consistently met or exceeded

Maintain visitor comfort by managing delays and offering refreshments where appropriate

Manage stationery supplies and ensure meeting rooms are fully stocked

Provide first-line AV support and coordinate external assistance when required

Working Hours

36.5 hours per week, between 8:00am and 5:45pm

Flexibility required, including occasional late evenings to support events

Health, Safety & Environmental Responsibilities

Work in line with all health and safety policies, reporting hazards and completing required training

Support incident management procedures, including liaising with trained first aiders

Maintain First Aid and Fire Officer certification

Ensure all visitor management and security procedures are followed

Promote environmental best practices, including waste and energy management

Skills and Experience

Experience in a five-star, client-focused hospitality or corporate environment

Strong customer service skills with the ability to remain calm under pressure

Excellent communication and interpersonal skills

Strong organisational skills with high attention to detail and sound judgement

Proficiency in Microsoft Office (Excel, Word, Outlook), Teams, Skype, and room booking systems

Experience using Microsoft Surface Hubs and audio-visual presentation equipment

High energy, enthusiasm, and the ability to thrive in a fast-paced, team-oriented environment

- **Sector:** administrative and support service activities

Career Level

- Not Required