



Mount Juliet Estate



#JOB-2447517



Mount Juliet Estate, Mount Juliet,  
Thomastown, Co. Kilkenny, R95 E096



No of positions : 2



Paid Position



39 hours per week



To be Confirmed



03/06/2026



01/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [hadmin@mountjuliet.ie](mailto:hadmin@mountjuliet.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

Mount Juliet Estate, a Marriott Autograph Collection, is a 5\* Resort, set in 500 acres of rich and historic countryside. Whether it is the elegant grandeur of a magnificent Georgian Manor House or the chic sophistication of Hunter's Yard, our two residences draw on centuries of local heritage to weave a rich tapestry of vibrant stories. We are proudly certified as a Failte Ireland Outstanding Employer, and we warmly welcome you to add your own experience to Mount Juliet Estate's ever evolving story.

We have a fantastic vacancy for a Full-Time Receptionist to join the team.

Reporting to the Front of House Manager the role of the front office associate is to welcome guests as they arrive at the hotel.

Responsible for checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. To provide guests with information, answer their queries and deal with complaints.

#### Key Duties and Responsibilities:

To undertake front of house duties, including meeting, greeting and attending to the needs of guests, to ensure a superb customer service experience.

To build a good rapport with all guests and resolve any issues quickly and report any complaints to management, to maintain high quality customer service.

To deal with guest requests to ensure a comfortable and pleasant stay.

To be responsible for accurate and efficient with guest billing and billing procedures.

To assist in keeping the hotel reception area clean and tidy at all times.

To undertake general office duties, including correspondence, emails and filing

To ensure that all reservations and cancellations are processed efficiently.

To report any maintenance, breakage or cleanliness problems to the relevant manager.

Required:

Minimum 6 months in a receptionist role

Experience in Opera beneficial but not essential

Excellent interpersonal skills, including a pleasant telephone manner

Good administrative skills and the ability to use email and booking systems Good team working skills

A friendly and welcoming approach

High standards of dress and presentation

Good command of the English language and eligible to work in Ireland.

Valid Driving License

Benefits Include:

Competitive Pay

Employee Assistance Program

International Hotel discounts

Staff Meal

Uniform

Training and Continuous Professional Development

Complimentary Health Club Access

Why join our team?

Be part of an award-winning, certified Best in Hospitality, globally recognized luxury hotel.

Collaborate with a passionate and dynamic team dedicated to excellence.

Enjoy competitive compensation, benefits, and opportunities for professional growth.

Shape the future of an iconic brand while creating unforgettable guest experiences.

This is an excellent opportunity for an experienced individual to progress their career within a 5\*

Luxury Estate with a supportive and ambitious employer. We look forward to hearing from you

Mount Juliet Estate is an Equal Opportunity emp

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

**Career Level**

- Not Required