



Company Details Confidential



#JOB-2455154



76 Salthill Road Lower, Galway, Co. Galway,

H91 FK46



No of positions : 1



Paid Position



39 hours per week



Dependent On Experience



25/06/2026



23/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : manager.whitehouse@gmail.com



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



Hotel 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

We are currently reopening a small, independent 14-room hotel and are seeking an experienced Hotel Receptionist to join us. This is a great opportunity for someone who enjoys variety, autonomy, and being hands-on from the very start of a new venture.

Applicants must be available to work a combination of shifts during the week, at weekends, and on public holidays:

Early Shift: 8:00am – 4:00pm

Late Shift: 4:00pm – 11:00pm

Key Responsibilities:

Provide a warm, professional welcome to all guests throughout their stay

Manage check-in and check-out procedures efficiently using the hotel's booking and property management system (full training provided)

Handle guest inquiries in person, by phone and via email, ensuring prompt and helpful responses

Assist with reservations, amendments and cancellations, including via Booking.com and similar platforms

Process payments and handle billing queries accurately

Set up and oversee the self-service breakfast buffet during the early shift, including replenishing items and basic tidying, liaising with housekeeping as needed

Liaise with other departments, including housekeeping and maintenance, to support guest needs

Maintain strong knowledge of hotel services and local attractions

Address and resolve guest concerns in a professional and timely manner, escalating when required

Ensure compliance with hotel policies and health & safety standards

Keep the front desk and breakfast areas clean, organised and presentable at all times

Ideal Candidate Requirements:

Minimum 1 year's experience in hotel reception

Computer literate (Word & Excel)

Good command of the English language, both written and spoken

Enthusiastic, adaptable and a quick learner — comfortable picking up new systems

Excellent verbal and written communication skills with a professional, approachable manner

Strong organisational skills and the ability to multitask in a busy environment

Keen attention to detail and a proactive, solutions-focused approach

Comfortable working independently as well as part of a small team

- **Sector:** accommodation and food service activities

Career Level

- Experienced [Non-Managerial]

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:** Communications, Computer Literacy, Customer Service, Hospitality
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative