



The Kingsley Hotel



#JOB-2458570



THE KINGSLEY, Carrigrohane Road, Cork,
Co. Cork, T12 P680



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



16/07/2026



13/08/2026

How to apply

Application Method :

Not available



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IT Administrator

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 Kingsley are currently recruiting for an IT Administrator to join their team. (on-site)

Location

The Kingsley Hotel, Victoria Cross, Cork, Ireland

Description

We're looking for a IT Administrator to support and develop the hotel's IT environment across infrastructure, business systems, and internal applications. This is a hands-on role that combines day-to-day systems administration with development and project work — you'll keep the core network and endpoint estate running smoothly, while also building internal tools and leading technical improvement projects.

Key Responsibilities

- Infrastructure & Systems Administration
- Administer and maintain Cisco-based core and access switching infrastructure, including configuration, connection mapping, and throughput optimisation
- Manage Microsoft 365 and Active Directory environments, including user lifecycle, licensing, and access control (including MFA)
- Support business-critical systems including PMS, POS, access control, CCTV, and VoIP telephony
- Deliver Tier 1/2 technical support across departments, maintaining a 150+ endpoint fleet
- Maintain structured technical documentation to support knowledge transfer and audit readiness
- Develop and maintain internal applications supporting hotel operations (e.g. staff training tools, scheduling systems), covering database, backend, and front-end work
- Lead or contribute to technical evaluation projects (e.g. system benchmarking exercises)
- Carry out infrastructure analysis and improvement projects to support network resilience and throughput
- Support wider IT initiatives aimed at improving operational efficiency and security

Qualifications and Skills and Experience

- Third-level qualification in Information Technology, Computer Science, Information Systems, or a related discipline — or equivalent relevant experience
- At least 1 years' experience in an IT support, systems administration, or infrastructure role
- Experience administering Windows Server, Active Directory, and Microsoft 365 environments
- Hands-on experience with Cisco switching/networking (IOS CLI, VLANs, interface configuration)
- Experience in a fast-paced, customer-facing, or 24/7 operational environment is an advantage (hospitality experience not essential)
- Networking: Cisco IOS CLI, switch/VLAN configuration, network troubleshooting
- Systems administration: Active Directory, Microsoft 365, endpoint deployment and lifecycle management
- Development: working knowledge of at least one programming language (e.g. Python, JavaScript) and SQL/relational database
- Familiarity with hospitality systems (PMS, POS, access control, CCTV) desirable but not essential
- Strong troubleshooting, documentation, and stakeholder communication skills
- Ability to manage or contribute to small technical projects from planning through delivery

Salary: €36,605.00

Hours of Work: 39

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Hospitality, Technical IT
- **Competency Skills:** Collaboration, Initiative, Problem Solving
- **Specialising In:**system administration;mange projects;programme language;troubleshooting;communication