



Milgan & Dilgan t/a SOS Group



#JOB-2459022



Co. Galway,



No of positions : 1



Paid Position



40 hours per week



15.50 Euro Hourly



20/07/2026



17/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@sosgroup.ie



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



Reception | Full-Time Position Available Galway City Centre

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

SOS Group is now recruiting a Full-Time Concierge / Front of House Assistant for a prestigious site in Galway City Centre.

Location: Galway City Centre

Pay Rate: €15.50 per hour

Position: Full-Time

Start Date: Immediate Start Available (Next Week)

We are seeking a friendly, professional, and customer-focused individual to join our team as a Concierge / Front of House Assistant.

Key Responsibilities:

Delivering a warm and professional welcome to visitors, costumers and guests

Managing reception and front-of-house operations

Responding to enquiries and providing excellent customer service

Monitoring access and maintaining site security procedures

Handling phone calls, emails, and general administrative duties

Ensuring reception and communal areas are maintained to a high standard

Requirements:

Previous experience in a Concierge, Reception, Front of House, Hospitality, or Customer Service role is desirable

Excellent English communication skills

Strong interpersonal and organisational abilities

Professional appearance and positive attitude

Ability to work independently and as part of a team

Valid authorisation to work in Ireland is essential

If you are looking for a rewarding full-time opportunity with an immediate start, we would love to hear from you.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service, Interpersonal Skills
- **Competency Skills:** Decision Making, Initiative, Teamwork, Time Management