



KYLEMORE MOTOR CENTRE



#JOB-2464486



KYLEMORE MOTOR CENTRE, Unit 910,
Knockmitten Lane, Dublin 12, D12 C82Y



No of positions : 1



Paid Position



40 hours per week



32000.00 Euro Annually



18/08/2026



15/09/2026

How to apply

Application Method :

Not available



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online



Reception & Administration Coordinator

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

Kylemore Motor Centre is looking for an organised and personable individual to run our front of house operation. This is a varied role combining reception, customer service, administration, invoicing and bookings, and sits at the heart of the day to day running of the business. You will be the first point of contact for customers, both in person and by phone, and will play a key part in keeping the workshop and sales operation running smoothly.

Key responsibilities

Reception and customer service

- Greet customers as they arrive and ensure they are dealt with promptly and courteously
- Answer and direct incoming phone calls, taking messages where needed
- Handle customer queries in a professional manner, escalating where appropriate
- Keep the reception and waiting area tidy and presentable

Bookings and scheduling

- Book in customer vehicles for service, repair and other workshop work
- Manage the workshop diary, liaising with the workshop team to ensure realistic scheduling
- Confirm bookings with customers and send reminders as required
- Handle rescheduling and cancellations, keeping all parties informed

Administration and invoicing

- Raise customer invoices accurately and in a timely manner
- Process payments and maintain accurate records of transactions
- Maintain customer and vehicle records, ensuring information is kept up to date
- Support general office administration, including filing, correspondence and data entry
- Assist with ordering of office supplies and liaising with suppliers where needed
- Provide administrative support to management and the workshop team as required

Requirements

- Previous experience in a reception, administration or customer service role, ideally within the motor trade or a similarly fast paced environment

- Strong communication skills, both written and verbal
- Confident using computer systems, including Microsoft Office and booking or invoicing software
- Well organised, with the ability to manage multiple tasks and priorities at once
- A professional, friendly manner and a genuine interest in delivering good customer service
- Comfortable working as part of a small team in a busy workshop environment

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]