



SPANISH POINT INVESTMENTS LIMITED



#JOB-2465112



BELLBRIDGE HOUSE HOTEL, Spanish Point,
Miltown Malbay, Co. Clare, V95 V4XK



No of positions : 1



Paid Position



40 hours per week



32000.00-36000.00 Euro Annually



20/08/2026



17/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : khickey@bellbridgehotelclare.com



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



Duty Manager

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

Duty Manager – Bellbridge House Hotel, Spanish Point, Co. Clare

Join the team at one of West Clare's best-known hotels.

The Bellbridge House Hotel, overlooking the Atlantic Ocean in Spanish Point, is looking for an enthusiastic Duty Manager to join our management team. This is a hands-on role for someone who enjoys hospitality, working with people and being at the centre of a busy hotel operation.

The Role

As Duty Manager, you will take responsibility for the smooth running of the hotel during your shift, working closely with the Hotel Manager and our departmental supervisors.

You will be visible, approachable and actively involved in the operation – supporting the team, looking after our guests and ensuring our standards are maintained throughout the hotel. Your responsibilities will include:

- Managing the day-to-day hotel operation while on duty
- Leading and supporting our Food & Beverage and Front Office teams
- Ensuring excellent standards of guest service
- Dealing confidently and professionally with guest queries or issues
- Supervising busy restaurant, bar, wedding and function services
- Supporting staff allocation and effective labour management
- Ensuring hotel procedures, cash handling and closing procedures are followed
- Maintaining high standards of presentation, cleanliness and service
- Supporting weddings, functions and special events
- Taking responsibility for the hotel in the absence of senior management

Who Are We Looking For?

We are looking for someone who is:

- Experienced in hospitality, ideally within a hotel environment
- Confident leading and motivating a team
- Naturally friendly and guest-focused
- Organised and able to make decisions

Comfortable working in a busy environment

Willing to be hands-on and help wherever needed

Reliable, professional and able to take ownership of their shift

Previous supervisory or management experience in Food & Beverage, Front Office or Hotel Operations would be a strong advantage.

What We Offer

Full-time, permanent position

Competitive salary, based on experience

A varied management role with genuine responsibility

Supportive and friendly working environment

Opportunity to develop your hotel management experience

Meals while on duty

The opportunity to work in a busy, established hotel in one of the most beautiful locations on the Wild Atlantic Way

Interested?

If you are passionate about hospitality and ready for the next step in your career, we would love to hear from you.

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

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3

(Desirable)

- **Ability Skills:** Communications, Customer Service, Hospitality, Interpersonal Skills
- **Competency Skills:** Flexibility, Management, Teamwork
- **Specialising In:** hotel; restaurant and bar mana
- **Languages:** English C2-Master (Fluent)