



SPARK ALLIANCE LIMITED



#JOB-2467626



Stillorgan Road, Blackrock, Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



28000.00-32000.00 Euro Annually



07/09/2026



05/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : bkearns111@hotmail.com



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



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

Spark Speech is a new specialist Speech and Language therapy center for Children with Autism and their families. We create a warm professional enabling environment.

This role is front of house client facing and key responsibilities include but not limited to:

- Office Management
- Calendar booking
- Client greeting
- Social Media content review
- Admin and Appointment
- Report sharing and client interface
- Clinical Support
- General Office Admin

The person:

Warm friendly, keen to grow with the business, flexible, detail orientated, has some experience managing and office and multiple calendars. Minor book keeping is an advantage, calm under pressure, and is competent with office tools word, excel etc. AI or social media is a distinct advantage.

Experience:

Background in any of the following is acceptable:

- Reception
- Admin
- Healthcare
- Education
- Hospitality

Why Spark: We are a growing multi- dimensional business and this is an opportunity to join at the early operating stage and grow with the business.

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]