



Company Details Confidential



#JOB-2470432



Radisson Blu St Helen's Hotel, Stillorgan
Road, Blackrock, Co. Dublin, A94 V6W3



No of positions : 1



Paid Position



39 hours per week



34009.00 Euro Annually



16/09/2026



14/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : caitrona.mcgroary@sthelenshotel.ie



Open your camera
app & point here
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online



Front Office Supervisor – IT Systems & User Support

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

St. Helens Hotel, Stillorgan, Co. Dublin is seeking a full-time, permanent Front Office Supervisor with IT Systems & User Support responsibilities.

Key responsibilities:

Supervise and coordinate daily Front Office operations, including check-in/out, guest queries, VIP and group arrangements and staff scheduling.

Support guest satisfaction and rooms revenue objectives.

Assist employees with routine hardware and software issues and hotel systems.

Set up user accounts and IT equipment as required.

Troubleshoot routine technical issues and coordinate unresolved matters with the hotel's external IT provider.

Review hotel technology requirements and identify opportunities to improve existing systems and processes.

Prepare requirements and specifications for proposed systems, software, equipment and integrations.

Provide operational input on proposed technology improvements.

Assist with Front Office staff training and support.

Requirements:

Previous Front Office supervisory experience in a hotel environment.

Good knowledge of hotel systems and Front Office operations.

Experience providing practical IT/hardware/software support.

Strong troubleshooting, communication and organisational skills.

Relevant IT/Computing qualification desirable.

Apply with CV and cover letter outlining relevant experience.

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

Career Level

- Experienced [Non-Managerial]