



Sodexo Ireland



#JOB-2470812



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Annually



17/09/2026



01/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/receptionist-in-dublin.20606>



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

Location: Dublin, Republic of Ireland

Salary: €35,000 per annum

Contract: Full-time, Permanent

We are looking for a professional, organised and customer-focused Receptionist & Facilities Support Assistant to join our team in a busy corporate environment.

This is a varied role combining front-of-house reception with facilities and administrative support. You will be the first point of contact for visitors and employees, while also supporting the smooth day-to-day operation of the workplace.

Key Responsibilities

Reception & Front of House:

- Provide a professional and welcoming reception service.
- Greet and assist visitors, employees, contractors and delivery personnel.
- Manage visitor registration, access passes and security procedures.
- Answer and manage telephone calls, emails and general enquiries.
- Coordinate meeting-room bookings, room preparation and refreshments.
- Maintain a professional and presentable reception area.

Facilities & Workplace Support

- Support the Facilities Management team with daily building operations.
- Log and follow up maintenance and facilities requests.
- Report defects, hazards and health & safety concerns.
- Liaise with cleaning, maintenance, security, catering and other service providers.
- Support access-card administration, key control, lockers and workplace moves.
- Assist with new-starter preparations, workstation requirements and contractors.

Maintain accurate records, trackers and reports.

Support emergency, evacuation and business-continuity procedures.

Post & Deliveries:

Receive, sort and distribute incoming post and deliveries.

Manage registered, tracked and high-value items.

Arrange outgoing post and courier collections.

Assist employees with courier bookings and shipping documentation.

Maintain accurate post-room and delivery records.

About You:

The ideal candidate will have:

Previous experience in reception, front-of-house, customer service or administration.

Excellent communication and interpersonal skills.

A professional, confident and approachable manner.

Strong organisational and time-management skills.

Excellent attention to detail and accurate record-keeping skills.

The ability to prioritise effectively and remain calm in a busy environment.

Good knowledge of Microsoft Office, email and calendar systems.

Experience with facilities operations, post management or deliveries would be an advantage.

The ability to handle confidential information appropriately.

A reliable, flexible and professional approach.

Sodexo reserves the right to close this advert early if we are in receipt of a high number of applications

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork