



Sodexo Ireland



#JOB-2473276



Co. Dublin,



No of positions : 1



Paid Position



37.5 hours per week



15.50 Euro Hourly



02/10/2026



30/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/receptionist-in-dublin.21246>



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

Dublin Airport - Part time/Full time

Please note: Due to airport security requirements, applicants must hold a valid passport with at least 6 months' validity remaining, have a minimum B2 level of English, and be able to successfully complete Garda Vetting and Aviation Security Clearance. Employment is conditional upon meeting all of these requirements.

Part Time: 20 hours per week

Full Time: 37.5 hours per week

€15.50 per hour

Shift patterns.

We are seeking for a professional and approachable Receptionist to join our team at Dublin Airport. You will be responsible for providing an efficient reception service, welcoming visitors and colleagues, handling enquiries and supporting the day-to-day administration of the reception area.

What you'll do

Welcome and register visitors in a professional manner.

Answer and direct telephone calls and enquiries.

Respond to emails and provide information as required.

Manage the reception desk and visitor sign-in process.

Issue visitor passes and follow relevant security procedures.

Maintain accurate visitor records and documentation.

Assist with general administrative and reception duties.

Manage meeting room bookings and other reception requests where required.

Liaise with colleagues, contractors and visitors.

Ensure the reception area is clean, tidy and professionally presented.

Report any issues or concerns to the appropriate team.

Follow all company, airport security, health and safety procedures.

What you'll bring

Previous experience in a reception, administration or customer service role.

Experience within luxury hotels, executive lounges, concierge services, premium retail, airlines or high-end hospitality is highly desirable.

Outstanding communication and interpersonal skills.

A naturally warm, engaging and professional manner.

Excellent attention to detail and organisational skills.

Confidence using computer systems and processing guest information accurately.

The ability to remain calm and composed in a fast-paced environment.

A flexible approach to working shifts, including early mornings, evenings, weekends and public holidays.

Eligibility to work within the security requirements of Dublin Airport.

Why Sodexo?

Working with Sodexo is more than a job; it's a chance to be part of something greater.

Belong in a company and team that values you for you.

Act with purpose and have an impact through your everyday actions.

Thrive in your own way.

We also offer a range of perks, rewards and benefits for our colleagues and their families:

Unlimited access to an online platform offering wellbeing support

An extensive Employee Assistance Programme to help with everyday issues or life's larger problems, including legal and financial advice, support with work or personal issues impacting your wellbeing

Access to a 24hr virtual GP Service

Sodexo Discounts Scheme, offering great deals 24/7 across popular big-brand retailers

Save for your future by becoming a member of the Pension Plan.

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Creativity
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative