

Receptionist.

<https://www.mountjuliet.ie>



Mount Juliet Estate, a Marriott Autograph Collection, is a 5* Resort, set in 500 acres of rich and historic Irish countryside. Whether it is the elegant grandeur of a magnificent Georgian Manor House or the chic sophistication of Hunter's Yard, our two residences draw on centuries of local Irish heritage to weave a rich tapestry of vibrant stories.

FULL JOB DESCRIPTION:

We have a fantastic vacancy for a Full-Time Receptionist to join the team.

Reporting to the Front of House Manager the role of the front office associate is to welcome guests as they arrive at the hotel.

Responsible for checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. To provide guests with information, answer their queries and deal with complaints.

Key Duties And Responsibilities:

To undertake front of house duties.

To build a good rapport with all guests and resolve any issues quickly, to maintain high quality customer service.

To deal with guest requests to ensure a comfortable and pleasant stay.

To be responsible for accurate and efficient with guest billing and billing procedures.

To assist in keeping the hotel reception area clean and tidy at all times.

To undertake general office duties, including correspondence, emails and filing

To ensure that all reservations and cancellations are processed efficiently.

To report any maintenance, breakage or cleanliness problems to the relevant manager.

Requirements

Minimum 6 months in a receptionist role

Experience in Opera beneficial but not essential

Good administrative skills and the ability to use email and booking systems Good team working skills

A friendly and welcoming approach

High standards of dress and presentation

Fluent level of English and eligible to work in Ireland.

WHAT DO WE OFFER?

Competitive Pay: €14,50 gross per hour

Employee Assistance Program:

- Mount Juliet will have accommodation available off site and minibus that can bring person to work.

International Hotel discounts

Staff Meal

Uniform

Training & Continuous Professional Development

Complimentary Health Club Access

Be part of an award-winning, certified Best in Hospitality, globally recognized luxury hotel. Collaborate with a passionate and dynamic team dedicated to excellence. Enjoy competitive compensation, benefits, and opportunities for professional growth. Shape the future of an iconic brand while creating unforgettable guest experiences.

APPLICATION PROCEDURE

Interested persons send CV in English to Gavin.Caird@welfare.ie with copy to a pcpmixto.eures@sepe.es indicating in the subject line of the email: **Receptionist**

Application deadline: 30/10/26

EURES ALLOWANCE FOR EMPLOYMENT MOBILITY:

Find out about the financial aid to attend the interview, and/or for the relocation to the country of destination if you are hired. Requirements and procedures to follow in: Specific EURES Mobility Schemes in which Spain participates (Targeted Mobility Scheme – TMS)

<https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/empleo-europa/tu-primer-empleoeures.html>

For more information contact the EURES Advisor in your province:

https://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html