

Position: Receptionist

Location: Ireland

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. We are proudly certified as a Failte Ireland Outstanding Employer, and we warmly welcome you to add your own experience to Mount Juliet Estate's ever evolving story.

Main tasks:

- To undertake front of house duties, including meeting, greeting and attending to the needs of guests, to ensure superb customer service experience.
- To build a good rapport with all guests and resolve any issues quickly and report any complaints to management, 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.

Required profile:

- Minimum 6 months in a receptionist role
- Experience in Opera beneficial but not essential
- Excellent interpersonal skills, including a pleasant telephone manner
- 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.

The company offers:

- Competitive Pay (€14,15 per hour)
- Employee Assistance Program
- International Hotel discounts
- Staff Meal and Uniform
- Training & Continuous Professional Development
- Complimentary Health Club Access
- Staff accommodation is available

How to apply: Please send your CV in English to Gavin.Caird@welfare.ie with Cc to euresPToutgoing@iefp.pt A/C Alexandra Lhansol, referring in the subject of the email "Receptionist"

Further info: on the company: [Marriott Autograph Collection](https://www.marriott.com/autographcollection)
on this job vacancy: please contact by e-mail: Gavin.Caird@welfare.ie

Please send your application ASAP – until 6 October 2026.

EURES mobility supports may be available if you apply to this vacancy. Please check www.iefp.pt/eures