



**Drinagh is currently recruiting:
A Receptionist in Head Office**

The ideal candidate will possess the following:

- **Previous reception or customer-facing role experience is welcome**
- **Strong administration skills and attention to detail**
- **Excellent verbal and written communication skills**
- **Highly organised with the ability to prioritise multiple tasks**
- **Willingness to participate and contribute to a team environment**
- **A good level of I.T. proficiency is required**

Benefits include:

- **Company Pension Scheme**
- **Employee Wellbeing Programme**



This is a full time position based in Head Office, Drinagh, Co. Cork. P47 YV58

**Please email cover letter and CV to info@drinagh.com on or before
23rd January 2026.**

www.drinagh.com