



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

This is a full time position.

**Please email cover letter and CV to info@drinagh.com on or before
28th November 2025.**

www.drinagh.com