



**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](mailto:info@drinagh.com) on or before  
28th November 2025.**

**[www.drinagh.com](http://www.drinagh.com)**