

# WE ARE HIRING RECEPTIONIST



47-49 St. Stephen's Green, Dublin 2

**Our ambition is to create spaces where people thrive; modern, sustainable buildings that set the standard for how we work today.**

We are proud to be one of Dublin's largest real estate owners, and with scale comes the opportunity to shape our city. Our buildings form the cornerstone of neighbourhoods that enhance business life and are always inclusive vibrant places for all. As we grow, we want to continue to add expertise to our team and continually enhance our ability to meet and exceed the expectations of our stakeholders.

An opportunity has arisen within our team for a Receptionist. The ideal candidate will have a hospitality or corporate background with experience in guest relations.

### Role

The successful candidate will be the first point of contact for all visitors to the IPUT office, ensuring all guests have a positive experience.

### Key responsibilities to include;

- Management of all 'front of house' activities to include meet and greet of all guests, providing refreshments, meeting room management and general office management

- Devising and implementing best practice protocols for the Reception area
- Working closely with members of the team in providing excellent business support

### Personal Profile

- A strong team player with a genuine interest in improving the experience of all visitors to the IPUT office
- Excellent communication, IT and interpersonal skills
- Flexible, pro active and positive approach to work

### Number of Properties

77

### Portfolio Value

€2.9bn

### Total Portfolio Size

5.1m sq ft



**Click here to view  
our portfolio**

This role comes with a very attractive remuneration package including bonus, pension and private health insurance.

**Full job description  
available on request.**

**If you are interested in  
applying for this role,  
please email a cover letter  
together with an up to date  
CV to [careers@iput.com](mailto:careers@iput.com)**