



Sodexo Ireland



#JOB-2365206



Ringaskiddy, Co. Cork,



No of positions : 1



Paid Position



30 hours per week



22.00 Euro Hourly



14/11/2024



12/12/2024

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Operations-Support-Lead/135490>



Open your camera app & point here to view this ad online



## Operations Support Lead

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

#### Job Introduction

You bring the skills. We'll bring the opportunities.

Build a career with big-name businesses with Sodexo as an Operations Support Lead in Ringaskiddy! For a role where you'll love what you do, working alongside our colleagues and clients at our prestigious corporate site. Join a team that values you for being you. Valued. Recognised. Rewarded.

#### What you'll do:

Be the go-to for administrative support, ensuring efficient office operations

Have an eye for detail in organising documentation, files and records

Schedule and co-ordinate meetings, appointments and travel arrangements as required

Assist in preparing reports, presentations and correspondence

Handle incoming calls and emails, providing professional communication

Delivering 5 star customer service

#### What you bring:

Proven experience as an administrative assistant is a bonus

Proficient in office software (e.g., Microsoft office, excel, power-point, outlook)

Strong organisational skills and multi tasking abilities

Excellent communication and interpersonal skills

Qualifications in business admin is a plus, but certainly not essential

What we offer:

Working with Sodexo is more than a job; it's a chance to be part of something greater. You'll belong in a company and team that values you for you; you'll act with purpose and have an impact through your everyday actions; and you'll be able to thrive in your own way. In addition, we also offer a range of resources, rewards and benefits for our colleagues and their families:

Unlimited access to an online platform offering mental health and wellbeing support

Access to a 24hr virtual GP Service

An Employee Assistance Programme to help with everyday issues or larger problems where you may need additional support, including legal and financial advice, or support with both work related issues and personal situations

The Sodexo Discounts Scheme, offering great deals with over 1900 well known retailers ranging from utilities, groceries, entertainment, fashion, travel and more! (also open to friends and family)

Save for your future through our Pension Plan

A life assurance benefit for colleagues who pass away whilst employed by Sodexo

Easily accessible learning and development routes, offering opportunities to grow and succeed throughout your career with Sodexo

Bike to Work Scheme to help colleagues to do their bit for the environment whilst keeping fit

Ready to be part of something greater? Apply today!

Drive business success - and your career.

Sodexo reserves the right to close this advert early if we are in receipt of a high number of applications

Package Description

Operations Support Lead

Monday to Friday 9:00 to 14:30

30 hours per week

€22.00 per hour + Sodexo benefits

- **Sector:** information and communication

- Experienced [Non-Managerial]

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service, Personal/Social Care
- **Competency Skills:** Decision Making, Teamwork