



Sodexo Ireland



#JOB-2400466



Co. Galway,



No of positions : 1



Paid Position



20 hours per week



14.50-17.00 Euro Hourly



02/07/2025



30/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Digital-Marketing-Customer-Experience-Coordinator/144854>



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



Digital Marketing & Customer Experience Coordinator

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

We are seeking a detail-oriented and proactive Administrator to support our daily operations. This role is ideal for someone who thrives in a structured environment and is looking to contribute to a dedicated team.

Key Responsibilities:

Manage and organize company documents and records

Handle correspondence and communication with clients and partners

Schedule and coordinate meetings and appointments

Assist in the preparation of reports and presentations

Maintain office supplies and inventory

Candidate Requirements:

Proven experience in an administrative role

Excellent organizational and multitasking abilities

Strong written and verbal communication skills

Proficiency in Microsoft Office Suite (Word, Excel, Outlook)

Ability to work independently and as part of a team.

Job Title: Part-Time Administrator

Location: Cellbridge, County Kildare

Hours: 20 hours per week (flexible scheduling available)

Salary: €14.50–€17.00 per hour, depending on experience

Benefits:

Competitive hourly wage

Flexible working hours

Supportive team environment

Opportunities for professional development

- **Sector:** administrative and support service activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork