



Sodexo Ireland



#JOB-2400685



Dublin 7,



No of positions : 1



Paid Position



39 hours per week



43000.00 Euro Annually



03/07/2025



31/07/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Administration-Lead/144912>



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



## Administration 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

Join Sodexo as a Administration Lead in Dublin, where you'll play a vital role in managing and coordinating customer service functions and supporting the day-to-day administrative operations for our Public-Private Partnership (PPP) contracts across Ireland. This is an opportunity to drive efficiency and support client satisfaction within the Schools and Universities segment, making a difference in educational environments across the country.

As part of a committed team, you'll ensure smooth site-based operations, coordinate helpdesk support, and manage recruitment needs across our PPP contracts. This role is ideal for a proactive problem solver who thrives in a collaborative setting and is ready to make a positive impact every day.

#### What you'll do:

Assist the Contract Manager with key administrative tasks and project updates.

Coordinate site schedules and provide support to site-based Facilities Managers.

Cover the helpdesk for PPP contracts, managing inquiries and ensuring a responsive service.

Support recruitment activities for various contract needs across multiple sites.

Maintain accurate project records and manage multi-site responsibilities.

Uphold health, safety, and compliance standards as per statutory and company requirements.

Foster a professional, solution-oriented image to clients, staff, and colleagues.

#### What you bring:

Proven experience in an administrative or customer support role, ideally within Facilities Management.

Strong organisational skills and attention to detail, with the ability to manage multiple priorities.

Excellent problem-solving abilities and decision-making skills.

Clear communication skills and the capacity to work independently and collaboratively.

IT literacy and confidence in using various software platforms.

What we offer:

Working with Sodexo is more than a job; it's a chance to be part of something greater. You'll join a company and team that values you and allows you to thrive in your own way. In addition, we offer:

A flexible and dynamic work environment.

Competitive compensation.

Access to ongoing training and development programs.

Opportunities to grow within the company.

We are a Disability Confident Leader employer. We're committed to changing attitudes towards disability and ensuring disabled people have the opportunity to fulfil their aspirations. We run a Disability Confident interview scheme for candidates with disabilities who meet the minimum selection criteria for the job.

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

#### **Career Level**

- Entry Level