



Sodexo Ireland



#JOB-2405108



Co. Galway,



No of positions : 1



Paid Position



20 hours per week



14.50-17.00 Euro Hourly



30/07/2025



13/08/2025

How to apply

Application Method :

Not available



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online



Digital Marketing and 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

Hours: 20 hours per week (flexible scheduling available)

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

Role Overview:

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

Benefits:

- Competitive hourly wage
- Flexible working hours
- Supportive team environment

Opportunities for professional development

We also offer a range of perks, rewards and benefits for our colleagues and their families:

Unlimited access to an online platform offering wellbeing support

An extensive Employee Assistance Programme to help with everyday issues or life's larger problems, including legal and financial advice, support with work or personal issues impacting your wellbeing

Access to a 24hr virtual GP Service

Sodexo Discounts Scheme, offering great deals 24/7 across popular big-brand retailers

Save for your future by becoming a member of the Pension Plan

Opportunities to enable colleagues to grow and succeed throughout their career at Sodexo, including a variety of learning and development tools

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

Sodexo UK and Irelands enhanced benefits and leave policies

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

Career Level

- Not Required

Candidate Requirements

(Essential)

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

(Desirable)

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