



Sodexo Ireland



#JOB-2413064



Newbridge, Co. Kildare,



No of positions : 1



Paid Position



40 hours per week



18.00 Euro Hourly



22/09/2025



20/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/FM-HELPPDESK/148199>



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



## FM Helpdesk

### 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

Helpdesk Administrator

Location: Newbridge, Co. Kildare

Contract: Full-time, shift-based (5 days over 7)

Salary: €18.00 Per Hour

### About the Role

We are seeking a motivated and reliable Helpdesk Administrator to join our on-site Facilities Management team in Newbridge. This is a varied, hands-on role that combines helpdesk support, facilities coordination, administration, and general operative duties in a busy production and manufacturing environment.

You will be the first point of contact for facilities-related queries, supporting both the FM Operations team and wider site staff to ensure smooth, efficient, and compliant service delivery.

### Key Responsibilities

Operate and oversee FM Coordination and Helpdesk activities

Manage and close PPM tasks using Maximo (training provided), ensuring SLA compliance

Handle purchasing requests, supplier coordination, and work order tracking

Provide helpdesk support for internal queries and issues

Input payroll data via UDC Payroll and Kronos systems

Support onboarding and training administration for new team members

Maintain FM training plans, compliance records, and admin control of contracts

Produce weekly task progress reports and support general office administration

Assist with ad-hoc site operations including setups, moves, and reviews

Always adhere to site health, safety, and compliance standards

#### What We're Looking For

Strong customer service and communication skills

Reliable, flexible, and able to prioritise multiple tasks

Confident team player with solid planning and organisation abilities

Advanced IT skills (MS Office essential, CAFM systems desirable)

Experience in facilities coordination, helpdesk, or administration roles

Familiarity with compliance and health & safety practices

Experience in production/manufacturing environments is an advantage

Full Irish driving licence.

#### Why Sodexo?:

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.

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

We are committed to being an inclusive employer.

- **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, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Collaboration, Priority Planning, Problem Solving, Teamwork