



Sodexo Ireland



#JOB-2415362



Dublin 22,



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



07/10/2025



21/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Assistant-Facilities-Manager/148848>



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



Assistant Facilities Manager

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

Full time

Monday to Friday, 8:00am - 5:00pm

€35.000 per annum

Opportunities for professional development

Plus our Sodexo employee benefits package

We are currently seeking a dedicated and dynamic Assistant Facilities Manager to join our team and play a key role in driving excellence and innovation in Facilities Management.

As a Assistant Facilities Manager you will:

Support the Facilities Manager in the day-to-day running of CAB, ensuring smooth operations across all facilities.

Assist in the supervision of contractors, ensuring work is completed to the highest standards and in line with agreed schedules.

Deliver "Best in Class" customer service, ensuring Microsoft visitors and staff feel valued through positive interactions.

Conduct audits, building sweeps, car park checks, and health & safety inspections, identifying issues and liaising with teams to resolve them efficiently.

What we're looking for:

Licences: Any relevant facilities, safety, or security licenses (if applicable).

Qualification: Professional qualification in Facilities Management, Business Administration, or a related field is desirable.

Experience: Previous experience in facilities or operations management, including contractor supervision, audits, and customer service within a corporate environment. Experience with Dynamics 365 or similar work order systems is advantageous.

Person Specification: Excellent communication and interpersonal skills, proactive and flexible, able to manage multiple tasks, demonstrate a “one team” approach, and maintain high standards of care for assets and facilities. Strong attention to detail and the ability to follow health & safety policies rigorously.

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 high street retailers (also open to friends and family)

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

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** Professional qualification in Facilities Management, Business Administration, or a related field is desirable.

(Desirable)

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