



Sodexo Ireland



#JOB-2417465



Leopardstown, Dublin 18,



No of positions : 1



Paid Position



39 hours per week



14.77 Euro Hourly



21/10/2025



04/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Mailroom-Operative/149566>



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



Mailroom Operative

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

39 hours per week

Mon-Thrs 8am-5pm, Fri 8am- 4pm

€14.77 per hour

Opportunities for career development

Plus our Sodexo employee benefits package

As a Mailroom Operative with Sodexo, you will enhance the services of our vibrant corporate site, offering a helping hand to ensure flawless facilities operations and keep things running smoothly.

What you will do:

Receive, sort, and distribute incoming and outgoing mail and shipments.

Operate franking machines and use booking/tracking systems.

Handle client enquiries face-to-face, by phone, email, or IM.

File and retrieve documents within an established filing system.

Book and receive courier items and process archive files, tracking signatures as required.

Follow client and Sodexo policies, procedures, and site rules at all times.

Maintain the safety and security of equipment, money, and work areas, ensuring all equipment is checked, serviced, and reported if faulty.

Attend training, including fire and first aid, and keep up to date with legislation, company policies, and procedures.

Ensure compliance with Health & Safety, hygiene, cleanliness, fire, and COSHH regulations.

Identify opportunities for business development and understand the client's business and needs.

Carry out other reasonable tasks as directed by management to support operational needs.

What you will bring:

Full Driver's license

Customer service and complaint handling.

Ability to communicate effectively in a variety of written and verbal formats with a wide range of people.

Working accurately, under pressure, to tight deadlines.

Good IT skills – Word Processing, Spreadsheets, Databases, Email and Web based applications/tools.

Working with Sodexo is more than a job; it's a chance to be part of something greater.

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

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:** No Qualification

(Desirable)

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