



Sodexo Ireland



#JOB-2417778



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



32000.00-38000.00 Euro Annually



09/10/2025



06/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/job/HR-Administrator/149668>



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



HR Administrator

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

HR Administrator – Ireland (ROI)

Location: Dublin-based with travel to client sites across ROI

Contract Type: Permanent, Full-Time

Salary: €32,000 - €38,000 per annum plus Sodexo Benefits

About the Role

We are seeking a highly organised and analytical HR Administrator to join our dynamic HR team at Sodexo Ireland. This is an excellent opportunity for someone with solid HR experience who enjoys combining administration, data analysis, and process improvement in a fast-paced, people-focused environment.

In this role, you will work closely with our HR Business Partner (HRBP) team to deliver day-to-day support across HR operations — including absence management, employee relations, reporting, and compliance. You'll also play a key role in onboarding and client mobilisation, including supporting TUPE transfers, to ensure a smooth and compliant employee experience.

Key Responsibilities

Act as the first point of contact for routine HR queries, escalating complex matters as needed.

Hold employee clinics and build strong working relationships across client sites.

Maintain accurate HR records and documentation, ensuring compliance and data integrity.

Support HRBPs with absence management, employee relations, and performance processes.

Assist with the onboarding and mobilisation of new clients, including TUPE transfers.

Produce regular HR reports and analyse data to identify trends and insights.

Contribute to HR audits, compliance checks, and continuous improvement projects.

What We're Looking For

Minimum 2 years' experience in a HR support, coordination, or administration role.

Working knowledge of Irish employment law; TUPE experience desirable.

Strong interpersonal and communication skills with the confidence to advise employees directly.

Excellent attention to detail, organisation, and ability to manage multiple priorities.

Strong analytical skills and experience using HR systems and Microsoft Excel.

Full driving licence required (travel to client sites expected).

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

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