



Sodexo Ireland



#JOB-2417877



TU Grangegorman, Dublin 7,



No of positions : 1



Paid Position



39 hours per week



45000.00 Euro Annually



24/10/2025



07/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Facilities-Administrator/149718>



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



Facilities 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

Location: TU Grangegorman, Dublin 7

Contract: Full Time, Permanent

Salary: € 45,000 plus Sodexo Benefits

Join Sodexo, a global leader in facilities management and workplace experience, and play a key role in supporting our operations at the vibrant TU Dublin Grangegorman Campus. As a Facilities Administrator, you'll be at the heart of our Facilities Management team — ensuring efficient operations, excellent service delivery, and a seamless experience for staff, students, and visitors.

What You Will Do:

Provide administrative and operational support to the Facilities Management team.

Maintain accurate records, reports, and documentation related to facilities operations.

Act as the first point of contact for facilities-related queries.

Log, track, and follow up on service requests using CAFM systems.

Liaise with internal departments and external contractors to resolve issues promptly.

Assist with audits, inspections, and compliance documentation.

Support Health & Safety initiatives and ensure policy adherence.

Manage procurement tasks — raising purchase orders, tracking deliveries, and maintaining inventory.

Coordinate maintenance schedules, contractor visits, and campus event bookings.

Prepare reports, minutes, and presentations as required.

What You Will Bring:

Previous experience in an administrative or facilities support role.

Strong organisational skills with the ability to multitask and prioritise effectively.

Excellent communication and interpersonal skills.

Proficiency in Microsoft Office Suite and familiarity with CAFM systems.

A proactive, team-oriented attitude and the ability to work independently.

Knowledge of Health & Safety and facilities compliance standards (desirable).

Experience in a facilities or corporate environment (desirable).

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:**No Qualification

(Desirable)

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