



Sodexo Ireland



#JOB-2419813



Dublin 22,



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



07/11/2025



05/12/2025

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/150326>



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

Job Introduction

Assistant Facilities Manager

Dublin 22

Full time

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

€35.000 per annum

Opportunities for professional development

Plus our Sodexo employee benefits package

As a Assistant Facilities Manager you'll:

Support daily facilities operations and lobby services

Assist with supervision of contractors and service delivery

Carry out building sweeps, car park checks, and monthly audits

Ensure effective signage, stationery and locker management

Deliver new hire and contractor inductions

Provide excellent on-site support and customer service

Promote and maintain safety, security, and cleanliness across the site

Use tools like ECAT, Dynamics 365 and participate in business continuity planning

What You'll Bring

A passion for technology and high standards in service delivery

Strong communication, planning and organisational skills

Professional, friendly, and "can-do" attitude

Experience in customer-facing environments – ideally within a corporate or tech setting

Immaculate personal appearance and strong attention to detail

Ability to adapt in a dynamic and evolving workplace

Why Sodexo?:

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

Belong in a company and team that values you for you.

Act with purpose and have an impact through your everyday actions.

Thrive in your own way.

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.

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