



Sodexo Ireland



#JOB-2420303



Kinsale, Co. Cork,



No of positions : 1



Paid Position



39 hours per week



17.00 Euro Hourly



11/11/2025



09/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Catering-Admin/150413>



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



Catering Administrator - Cork

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

Full time

39 hours per week

8:00am - 4:15pm

€17 per hour

Free parking, On-site gym

Opportunities for career development

Plus our Sodexo employee benefits package

Catering Administrator

Kinsale, Cork - Full time

Operational excellence begins with you.

At Sodexo, we're passionate about our people. We know that our teams are the key to delivering exceptional service and creating quality experiences for our clients, customers, and employees.

Build a name with big-name businesses.

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

What you'll do:

Be a friendly face, assisting employees, clients, and visitors with warmth and professionalism.

Respond promptly to incoming service requests from clients and colleagues.

Keep our teams safe by having a close eye on Health & Safety practices, reporting issues as required.

Collaborate with internal teams to support a seamless workplace experience.

Handle incoming communications and ensure messages are delivered accurately and efficiently.

What you'll bring:

Previous experience in a similar client facing role is a plus, but excellent interpersonal and communication skills are the key

IT Proficiency - MS Office, Excel

A positive, energetic and proactive attitude

Strong organisational abilities and attention to detail

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 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

- **Sector:** accommodation and food service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Communications, Customer Service, Interpersonal Skills
- **Competency Skills:** Priority Planning, Time Management