



Aramark 1



#JOB-2423894



Newenham House, Malahide Road, Northern
Cross, Dublin 17, D17 AY61



No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Monthly



08/12/2025



05/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mullins-conor@aramark.ie



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



Facilities Operations Service Centre Scheduler

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

Aramark Workplace Solutions are currently recruiting for a Facilities Operations Service Centre Scheduler. This is a full-time permanent position reporting to the Service Centre Scheduling Manager. This role supports the delivery of contracted services to our Clients. The successful candidate will be proactive and self-motivated in managing the CAFM / CMMS Systems in use and will have the ability to develop and maintain excellent rapport with clients, customers, team members and maintenance contractors.

Your key responsibilities will include but are not limited to:

CAFM Administration & Planned Maintenance Oversight: Provide comprehensive support and coordination for pre-planned maintenance tasks, collaborating with both internal engineers and external suppliers. Oversee the closure of work requests within Service Level Agreements (SLAs), ensuring transparent planning and improved performance, which is critical for audit readiness.

Asset Management System (Assetman) Management: Take responsibility for managing the Assetman system, ensuring accurate asset lifecycle records are maintained in line with the schedule. This is crucial for supporting capital planning and providing robust audit trails.

F-Gas Compliance Management: Manage all aspects of F-Gas compliance with engineers, ensuring strict adherence to regulatory obligations to avoid fines and strengthen overall audit compliance.

Contractor Scheduling & Coordination: Efficiently schedule and coordinate external contractors, directly contributing to increased service efficiency and contractor accountability.

Reporting & Documentation: Generate and distribute weekly and monthly reports from the CAFM system (our in-house system). Diligently collate, submit, and file all reports and associated documentation. Forecast workloads and create contingency plans for every imaginable scenario.

Financial & Administrative Support: Raise and send out Purchase Orders (POs) and ensure the accurate processing of all related paperwork, maintaining and managing relevant spreadsheets.

Volume & Complexity Handling: Effectively manage increased work volume and complexity, supporting service resilience and preventing duplication of effort or missed tasks.

Site Audit Coordination: Coordinate site audits, particularly for critical infrastructure like Data Centres and Exchange facilities. This ensures regulatory adherence, minimises audit findings, and protects critical infrastructure integrity.

Process Efficiency: Develop and implement efficient and organised work practices to ensure all business activities are carried out in a professional manner.

Co-ordination and distribution of weekly schedules: Providing schedules for all clients on a weekly basis along with any rescheduling of works. Co-ordination of access requests for all site visits.

Distribution of Risk Assessment Method Statements for all jobs in line with Health and Safety protocols.

Collaboration amongst teams: Work with maintenance staff,

- **Sector:** administrative and support service activities

Career Level

- Entry Level