



Sodexo Ireland



#JOB-2440909



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



65000.00 Euro Annually



31/03/2026



28/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/reporting-amp-insights-specialist-in-dublin.12746>



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



Reporting & Insights Specialist

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

Reporting & Insights Specialist

Location:

Dublin, Ireland

Salary: €64,000 per annum plus Sodexo Benefits

About the Role

We are looking for a detail-oriented and commercially aware Reporting & Insights Specialist to support our Corporate Services accounts by transforming operational, financial, and workforce data into clear, compelling insights.

This is a high-impact role where you will work closely with Account Managers and operational leaders to create professional client-facing reports, dashboards, and presentations that drive informed decision-making and strengthen client partnerships.

If you enjoy working with data, building polished presentations, and turning numbers into meaningful stories, this role offers excellent exposure within a dynamic corporate services environment.

Key Responsibilities

Reporting & Analysis

Consolidate data from multiple internal systems to produce accurate performance reports

Analyse KPIs, trends, and operational metrics to identify insights and improvement opportunities

Support monthly and quarterly reporting cycles

Data Visualisation & Presentation

Create high-quality PowerPoint presentations for governance and client meetings

Develop dashboards, charts, and scorecards using Excel and BI tools

Translate complex datasets into clear, concise visual insights

Stakeholder Collaboration

Partner with Site Managers, Finance, HR, and operational teams to gather and validate data

Support Account Managers and Client Relationship Managers with bespoke reporting requirements

Ensure reporting aligns with contractual KPIs and service level agreements

Quality & Compliance

Maintain high standards of data accuracy and integrity

Ensure reporting outputs meet Sodexo brand and governance standards

Handle confidential information responsibly and in line with company policies

About You

Essential

Strong proficiency in Microsoft Excel and PowerPoint

Experience in reporting, data analysis, or management information (MI) roles

Excellent attention to detail and analytical skills

Ability to interpret data and present clear, actionable insights

Strong communication skills and confidence working with stakeholders

Desirable

Experience using Business Intelligence tools (e.g., Power BI or similar)

Background within facilities management, corporate services, or contract environments

What You'll Deliver

Monthly and quarterly client performance packs

KPI dashboards and scorecards

Financial and operational summary reports

Resource utilisation and workforce analytics reports

Governance and review meeting presentations.

Sodexo reserves the right to close this advert early if we are in receipt of a high number of applications.

- **Sector:** information and communication

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

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