



Sodexo Ireland



#JOB-2449124



Tu Dublin, Grangegorman Lower, Dublin 7,



No of positions : 1



Paid Position



39 hours per week



45000.00 Euro Annually



19/05/2026



02/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/facilities-administrator-in-tu-grangegorman-dublin-7.14885>



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



Facilities Administrator - Dublin 7

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

Facilities Administrator

Location:

Dublin, Republic of Ireland

Salary: €45,000 DOE

Contract: Full Time, Permanent

About the Role

Sodexo is seeking a highly organised and proactive Facilities Administrator to join our team at TU Dublin Grangegorman. This role is central to ensuring the smooth day-to-day running of facilities operations, providing administrative support, and delivering excellent service to staff, students, and contractors on site.

Key Responsibilities

Administrative Support

Maintain accurate records, reports, and documentation

Manage correspondence, filing systems, and databases

Prepare meeting agendas, minutes, and presentations

Helpdesk and Customer Service

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 teams and external contractors to resolve issues

Compliance and Reporting

Assist with audits, inspections, and compliance documentation

Support health and safety initiatives

Produce reports on service performance, maintenance, and KPIs

Procurement and Inventory

Raise purchase orders and track deliveries

Maintain stock levels of office and facilities supplies

Coordination and Scheduling

Coordinate room bookings, maintenance works, and contractor visits

Support event setup and logistics across campus

About You

Previous experience in an administrative, facilities, or customer service role

Strong organisational and multitasking abilities

Excellent communication and interpersonal skills

Proficient in Microsoft Office

Familiarity with CAFM systems (e.g., Maximo, Planon) is advantageous

Able to work independently and as part of a team

Desirable

Experience in an educational or public sector environment

Knowledge of health and safety and compliance standards

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

Career Level

- Not Required