



Sodexo Ireland



#JOB-2450288



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



50000.00 Euro Annually



26/05/2026



23/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/payroll-admin-operation-officer-in-dublin.15263>



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



## Payroll Admin Operation Officer

### 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

About the role

Payroll Admin Operation Officer

Location:

Dublin, Republic of Ireland

Contract: Type: Full-Time | Permanent

Salary: €50,000 per annum plus Sodexo Benefits

About the Role

We are currently seeking a highly organised and detail-focused Payroll & Administration Officer to join our team supporting a large multi-site account based in Dublin.

This role is heavily focused on payroll processing, financial administration, and systems management, making it ideal for someone with strong numerical accuracy, excellent attention to detail, and experience working within fast-paced operational environments.

You will play a key role in ensuring payroll, invoicing, and administrative processes are completed accurately and on time while supporting the wider operational and finance teams.

Key Responsibilities

Process payroll data accurately for employees across multiple sites

Manage payroll systems including UKG Pro and associated reporting platforms

Support payroll reconciliation, timesheet verification, and data validation

Operate finance and accounting systems including SAP and E-prophIT

Assist with daily cash reconciliation and financial administration duties

Coordinate invoices, purchase orders, credits, and supplier documentation

Produce accurate payroll and operational reports for management teams

Ensure all payroll and financial records are maintained with confidentiality and precision

Support compliance with company policies and audit requirements

Provide general administrative support to the Facilities Management team

What We're Looking For

Essential Skills & Experience

Previous payroll and administration experience in a busy environment

Strong numerical and analytical skills with excellent attention to detail

Experience working with payroll, finance, or HR systems

Proficient in Microsoft Office, particularly Excel

Ability to work accurately under pressure and meet strict deadlines

Strong organisational and time management skills

Professional communication skills and a collaborative approach

Experience handling confidential employee and financial data

Desirable

Experience within Facilities Management, Corporate Services, or multi-site operations

Familiarity with SAP, UKG Pro, or similar payroll/accounting systems

Understanding of payroll compliance and reporting processes

What You'll Bring

A proactive and positive attitude

Strong problem-solving skills and initiative

Commitment to accuracy and process improvement

Ability to adapt within a fast-paced and evolving environment

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

- **Sector:** financial and insurance activities

### **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