



Sodexo Ireland



#JOB-2454164



Dublin,



No of positions : 1



Paid Position



40 hours per week



45000.00 Euro Annually



18/06/2026



02/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/technical-services-coordinator-in-dublin.16426>



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



Technical Services Coordinator

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

Full time

40 hours per week

Monday to Friday

€45000 per annum

Opportunities for career development

Plus our Sodexo employee benefits package

Technical Services Coordinator

Dublin 2 - 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 Technical Services Coordinator 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 will do:

Oversee and coordinate workload for the Facilities, Tech Services team, and subcontractors, ensuring all tasks are delivered within deadlines and service level agreements (SLAs).

Manage asset maintenance by utilising the CAFM system to effectively schedule Planned Preventative Maintenance (PPM) and reactive tasks within a clinical environment, ensuring seamless operations without disrupting clinical activities.

Ensure the correct handling of Permits to Work (PTW) by managing RAMS, SSOW, and competency documentation, collaborating with the Health & Safety team for PTW issuance.

Proactively plan and communicate work activities to client staff, ensuring all parties are informed and aligned.

What you will bring:

A background in a similar role is advantageous, but outstanding interpersonal and communication skills are paramount.

A solid understanding of asset management within a Total Facilities Management (TFM) setting.

A positive, energetic, and proactive approach, with a genuine passion for delivering exceptional customer service.

Proficiency in office software, including Microsoft Office Suite (Excel, PowerPoint, Outlook) and the ability to navigate multiple systems.

Exceptional organisational skills, with a keen attention to detail.

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Interpersonal Skills, Skilled Trade(s)
- **Competency Skills:** Collaboration, Teamwork