



Sodexo Ireland



#JOB-2455350



Co. Wicklow,



No of positions : 1



Paid Position



39 hours per week



42000.00-45000.00 Euro Annually



26/06/2026



24/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/facilities-manager-in-wicklow.17421>



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



Facilities Manager

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

Key Responsibilities

Operational Management

Manage the day-to-day delivery of hard and soft facilities services across the contract.

Lead, motivate, and develop the on-site service delivery team.

Oversee planned preventative maintenance (PPM) schedules and lifecycle replacement programmes.

Manage reactive maintenance requests and ensure contractual service levels are achieved.

Scope, manage, and verify minor works projects.

Coordinate contractors and ensure works are completed safely, efficiently, and to specification.

Manage permit-to-work and safe systems of work processes.

Client & Stakeholder Management

Act as the primary operational point of contact for the client and key stakeholders.

Build and maintain strong working relationships through effective communication and service delivery.

Attend client meetings and provide operational updates and performance reporting.

Resolve issues promptly and professionally while maintaining a customer-focused approach.

Health, Safety & Compliance

Ensure compliance with all relevant health and safety legislation and company policies.

Lead safety initiatives including toolbox talks, safety walks, and near-miss reporting.

Monitor contractor compliance and site safety performance.

Promote a strong culture of safety and continuous improvement across all service lines.

Financial & Contract Management

Monitor lifecycle expenditure and ensure spending remains within agreed budgets.

Manage materials ordering and cost control processes.

Support small works estimation and project delivery.

Understand and interpret contractual requirements to ensure compliance and value delivery.

Administration & Reporting

Maintain accurate contract documentation, records, and compliance files.

Produce operational, maintenance, and performance reports as required.

Coordinate site inductions and onboarding activities.

Manage payroll and timekeeping processes for site-based teams.

Maintain lifecycle plans, budgets, and performance data.

About You

Essential Experience & Skills

Previous Facilities Management experience in a management or supervisory capacity.

Experience managing both hard and soft FM services.

Strong people management and leadership skills.

Experience working in a client-facing environment.

Excellent communication and stakeholder management abilities.

Strong organisational skills and attention to detail.

Experience managing contractors and maintenance programmes.

Financial awareness with the ability to manage budgets and costs.

Proficient in Microsoft Office, particularly Word, Excel, and Outlook.

Desirable

Experience working within a PPP, education, or public sector environment.

Understanding of lifecycle management and asset replacement programmes.

Knowledge of permit-to-work systems and safe systems of work.

Experience managing small works projects.

What You'll Bring

A customer-focused approach to service delivery.

Strong problem-solving and decision-making skills.

The ability to manage multiple priorities.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification

(Desirable)

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