



Sodexo Ireland



#JOB-2455858



Co. Cork,



No of positions : 1



Paid Position



39 hours per week



35000.00-45000.00 Euro Annually



30/06/2026



28/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/business-coordinator-in-cork.17509>



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



Business 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

About the role

Business Coordinator

Location:

Cork, Ireland

Contract Type: Full-Time | Permanent

Salary: €35,000 - €45,000 per annum + Sodexo Benefits

About the Role

We are looking for a highly organised and detail-oriented Business Coordinator to join our team supporting operations.

This role provides key administrative and financial support across multiple service lines including catering, cleaning, security, and workplace services. Working closely with the General Services Manager, you will help coordinate day-to-day activities, support financial reporting, manage purchase orders and documentation, and ensure smooth operational support across the site.

This is an excellent opportunity for someone with strong administration, coordination, or financial support experience who enjoys working in a fast-paced operational environment.

Key Responsibilities

Provide day-to-day administrative and operational support to the business unit

Support financial reporting activities including purchase orders, quotes, invoicing support, and record management

Assist with monthly reporting and financial close activities

Coordinate activities across catering, cleaning, security, and workplace services

Maintain accurate records, databases, and operational documentation

Prepare reports, presentations, and stakeholder communications

Support compliance with health & safety and GxP standards

Work closely with operational teams and the General Services Manager to support site performance

About You

Essential

Previous experience in administration, coordination, financial support, or operational support roles

Strong organisational and time management skills

Excellent attention to detail and accuracy

Good communication and stakeholder management skills

Strong Microsoft Office skills, particularly Excel and Outlook

Ability to work in a fast-paced environment and manage multiple priorities

Desirable

Experience within facilities management, corporate services, or regulated environments

Understanding of purchase orders, invoicing, or financial reporting processes

Experience working within GMP/GxP environments

- **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, Communications
- **Competency Skills:** Management, Time Management, Working on own Initiative