



Sodexo Ireland



#JOB-2457413



Dublin 2,



No of positions : 1



Paid Position



45 hours per week



17.55 Euro Hourly



25/06/2026



23/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/security-officer-in-dublin-2.17847>



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



Security 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

Duties to include - Control the issuing of site access cards ensuring only permitted access is allowed

Conduct swipe card access checks and report to client weekly as required

Handle external and internal calls in a timely manner

Receive/handle deliveries/post and distribute internally as appropriate

Franking of mail

Manage fire alarm systems.

Operate on-site weighbridge system and corresponding documentation.

Conduct site inductions

General administration duties as required

Advising site contacts when visitors are on site

What you'll bring

A valid and in-date SIA Licence

Proven experience as a corporate security officer or similar positions

An eye for detail, with strong observational and communication skills

Ability to handle emergencies calmly and effectively

An understanding of security practices and processes

Clear & concise written work including report writing

Good Analytical skills

Methodical and thorough approach to work maintaining attention to detail

Able to prioritise workloads & manage time efficiently and effectively

Data management & input skills

Negotiation skills

Ability to communicate effectively with all levels of employees and customers

Competent with different types of operational systems

Any candidate must understand and thrive on working in a customer focused environment

This role requires a high level of energy, drive and resilience as well as an ability to do things at pace without loss of accuracy

Able to proactively plan training activity / events and mitigate potential barriers to success

Smart and presentable

To be physically fit and capable of conducting manual various handling tasks

Valid PSA license

To be able to show flexibility with regards to work patterns

Knowledge and understanding of confidentiality issues

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Communications, Customer Service, Interpersonal Skills
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative