



Sodexo Ireland



#JOB-2457642



Dublin 2,



No of positions : 1



Paid Position



40 hours per week



18.27 Euro Hourly



10/07/2026



24/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/guest-relations-coordinator-in-dublin.17923>



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



## Guest Relations 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

€38000 per year

Opportunities for career development

Plus our Sodexo employee benefits package

As a Guest Relations Coordinator with Sodexo, you'll be the welcoming face of our vibrant corporate site, offering a helping hand to ensure flawless workplace operations and shape that all-important guest experience. Enjoy a role where you'll love what you do.

What you will do:

Guest Experience

Deliver a warm, genuine and personalised welcome to every visitor, client and colleague.

Create memorable first and lasting impressions through exceptional hospitality.

Recognise returning guests and build relationships by understanding their preferences.

Anticipate guest needs and respond proactively with professionalism and discretion.

Escort visitors throughout the building, ensuring they feel informed, comfortable and valued.

Provide refreshments and thoughtful hospitality that reflects premium service standards.

Manage guest enquiries with confidence, ownership and care.

Client Meetings & Event Hospitality

Act as the primary hospitality contact for client meetings and events from booking through to delivery.

Coordinate with catering teams and internal stakeholders to deliver seamless events.

Prepare meeting rooms and event spaces to the highest presentation standards.

Welcome hosts, speakers and delegates and ensure all arrangements are fully prepared.

Monitor events throughout the day and respond effectively to changing requirements.

#### White-Glove Service

Deliver hospitality inspired by luxury hotel standards.

Anticipate guest requirements before they are requested.

Support VIP visits with discretion, professionalism and exceptional attention to detail.

Manage coat and luggage storage where appropriate.

Create personalised hospitality moments that leave lasting positive impressions.

Ensure all guest-facing areas consistently reflect premium presentation standards.

#### Collaboration & Operational Excellence

Work closely with Reception, Catering, Workplace Experience, Facilities and Security teams.

Share guest feedback and identify service improvement opportunities.

Maintain records for visitor requirements, meetings and events as required.

Support colleagues during high-profile events and periods of high demand.

Take ownership of guest requests through to successful resolution

#### What you will bring:

Previous experience in a similar client facing or hospitality role is a plus, but excellent interpersonal and communication skills are the key

A positive, energetic and proactive attitude with a passion for exceeding customer expectations

Proficient in office software (e.g., Microsoft office, excel, power-point, outlook)

Strong organisational abilities and attention to detail

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

- **Sector:** accommodation and food 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:** Hospitality, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork