



Sodexo Ireland



#JOB-2463058



Cork City,



No of positions : 1



Paid Position



8 hours per week



15.20 Euro Hourly



07/08/2026



20/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/part-time-administrator-in-cork-city.19040>



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



Part Time Administrator

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

Part time

8 hours per week

Wednesday and Thursday

9:00am - 1:00pm

€15.20 per hour

Free parking, free meals

Opportunities for career development

Plus our Sodexo employee benefits package

Part Time Administrator

Cork City - Part time

A role that keeps everyone smiling.

At Sodexo, we're passionate about our people. We know that our teams are the key to delivering exceptional service and creating meaningful experiences for our clients, customers, and employees.

So, whilst you enhance comfort and convenience, we'll enhance your career!

What you'll do

Greet and assist employees, clients, and visitors with warmth and professionalism.

Deliver consistent front-of-house operations, including reception, visitor sign-ins, communal areas and meeting room coordination.

Collaborate with internal teams and external vendors to support a seamless workplace experience.

Host workplace events, client activities, and proactively escalate maintenance or facilities issues to the appropriate teams.

Handle incoming communications and ensure messages are delivered accurately and efficiently.

Maintain a tidy, organized, and presentable office environment.

What you'll 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

Why Sodexo?

Working with Sodexo is more than a job; it's a chance to be part of something greater.

Belong in a company and team that values you for you.

Act with purpose and have an impact through your everyday actions.

Thrive in your own way.

We also offer a range of perks, rewards and benefits for our colleagues and their families:

Unlimited access to an online platform offering wellbeing support

An extensive Employee Assistance Programme to help with everyday issues or life's larger problems, including legal and financial advice, support with work or personal issues impacting your wellbeing

Access to a 24hr virtual GP Service

Sodexo Discounts Scheme, offering great deals 24/7 across popular big-brand retailers

Save for your future by becoming a member of the Pension Plan

Opportunities to enable colleagues to grow and succeed throughout their career at Sodexo, including a variety of learning and development tools

Bike to Work Scheme to help colleagues to do their bit for the environment whilst keeping fit

Sodexo UK and Irelands enhanced benefits and leave policies

- **Sector:** professional, scientific and technical activities

Career Level

- Not Required