



Sodexo Ireland



#JOB-2464086



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



16.00 Euro Hourly



14/08/2026



27/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/airport-lounge-administrator-in-swords.19321>



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



Airport Lounge 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

Full time

39 hours per week

Monday - Friday

€16.00 per hour

Opportunities for career development

Plus our Sodexo employee benefits package

Dublin Airport - Full time

A role that keeps everyone smiling.

At Sodexo, we are 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 will enhance your career!

As an Airport Lounge Administrator 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

Operations & Administration

Provide day-to-day administrative support across our Dublin Airport Lounges.

Maintain accurate food allergen records and customer-facing menu information.

Log and track catering, facilities, equipment and maintenance issues.

Prepare and distribute daily, weekly and monthly operational reports.

Support meetings, action trackers and document control.

Manage customer enquiries, complaints and refund administration.

Support events, promotions and seasonal campaigns.

Reporting & Commercial Administration

Produce regular sales, trading, revenue and operational reports.

Compile and distribute SLA and KPI performance reports.

Process purchase orders, supplier invoices and weekly invoice trading.

Support financial administration through EprophIT and other approved systems.

Assist with revenue analysis, budgeting information and cost-control reporting.

Support the preparation of Monthly Business Reviews (MBRs) and Quarterly Business Reviews (QBRs).

Compliance & Quality

Support airport compliance activities and maintain accurate records.

Manage trackers for airport passes, vetting, training, certifications and permits.

Monitor expiry dates and ensure documentation remains up to date.

Assist with audit preparation and maintain audit-ready records.

Maintain quality assurance documentation and corrective action logs.

Track customer feedback, improvement actions and Quality Improvement Plans.

Work with operational teams to ensure airport, contractual and regulatory standards are maintained.

Stakeholder & Systems Coordination

Act as a key administrative contact for internal teams, suppliers and airport stakeholders.

Gather accurate information from multiple lounges to support performance reporting.

Help identify trends, improvements and opportunities to enhance operational efficiency.

What you will bring

Previous experience in administration, aviation, facilities management or a similar operational environment.

Strong Microsoft Office skills, particularly Excel, Word, Outlook and PowerPoint.

Experience producing financial, operational or management reports.

Experience with invoices, purchase orders and financial administration.

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

Career Level

- Entry Level

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills

