



Sodexo UK



#JOB-2464172



Belfast,



No of positions : 1



Paid Position



40 hours per week



30000.00 Pound sterling Annually



14/08/2026



28/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/assistant-general-services-manager-in-belfast.19347>



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



Assistant General Services Manager

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

Location: Greater Belfast, Northern Ireland – Multi-Site Location

Salary: £30,000 per annum

Contract: Full-time, Permanent

At Sodexo, we believe that every interaction matters. We're looking for an experienced Assistant General Services Manager to support the delivery of exceptional facilities management services across three client sites in the Greater Belfast area.

This is an exciting opportunity for an experienced facilities or soft services professional who enjoys leading teams, building strong client relationships and driving operational excellence across multiple sites.

What you will be doing

As Assistant General Services Manager, you'll play a key role in ensuring the safe, efficient and compliant delivery of a range of soft services, including cleaning, catering, security and pest control, while coordinating minor technical maintenance activities.

Key responsibilities include:

Supporting the day-to-day management of multiple client sites.

Leading and motivating operational teams to deliver outstanding service.

Managing cleaning, catering, security and other support services.

Coordinating planned and reactive works with internal teams and contractors.

Monitoring KPIs, audits and compliance standards while driving continuous improvement.

Building strong relationships with clients and key stakeholders.

Managing staffing levels, resource planning and operational performance.

Using CAFM systems and Microsoft Office to manage work orders, reporting and service records.

Supporting budget management, labour planning and cost-saving initiatives.

What we're looking for

We're looking for someone with:

Previous management experience within Facilities Management or Soft Services.

Experience managing cleaning, catering and/or security operations.

Excellent leadership, organisation and communication skills.

Strong client relationship management experience.

Experience conducting operational audits and maintaining compliance standards.

Knowledge of health & safety legislation.

Experience using CAFM systems.

Strong Microsoft Office skills.

A full UK driving licence with the ability to travel between sites.

Desirable

IOSH Managing Safely.

Level 3 Management qualification (or equivalent).

Experience within healthcare, education or corporate environments.

Experience with contract management, KPI reporting and specialist contractors.

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

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

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork
- **Specialising In:** iosh managing safely