



Sodexo Ireland



#JOB-2464720



Swords, Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



45000.00-48000.00 Euro Annually



18/08/2026



15/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/compliance-administrator-in-swords.19289>



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



Compliance 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

Monday - Friday

39 hours per week

€45,000 - €48,000 per annum

Opportunities for professional development

Plus our Sodexo employee benefits package

Compliance Administrator

Dublin Airport - Full time

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.

We are currently seeking a dedicated and dynamic Compliance Administrator to join our team and play a key role in driving excellence and innovation.

As a Compliance Administrator you'll

Act as an integral member of the Administration Management Team, sharing collective ownership and accountability for ensuring all service standards are consistently delivered and adhered to.

Act as the Authorising Signatory for all vetting and Airport Identity Card requirements for Sodexo personnel working at, and onboarding to, Dublin Airport Authority (DAA).

Oversee the end-to-end vetting process, ensuring full compliance with DAA and National Vetting Bureau (NVB) requirements, including accurate record keeping and monitoring of badge expiry dates.

Record, monitor and schedule all mandatory and statutory training requirements for Sodexo personnel, working closely with the Learning & Development (L&D) team.

Monitor compliance of deliveries from the Logistics Consolidation Centre, ensuring all relevant requirements and standards are met.

Act as the primary point of contact for Masterlink in relation to compliance issues and requirements.

Liaise with DAA to coordinate the scheduling of equipment repairs and servicing, particularly where there may be an anticipated impact on customers.

Collate actions arising from customer feedback, track progress and ensure action owners complete and close actions within the required timescales.

Utilise Sodexo self-audit systems to monitor compliance and collate data for monthly reporting in line with contractual KPIs.

Support the implementation and monitoring of Quality Improvement Plans where required.

Promote a culture of accountability and responsibility by building effective working relationships, encouraging collaboration and ensuring a coordinated approach to meeting operational deadlines.

What we're looking for

Proven experience in an administrative, compliance, coordination or operational support role.

Strong organisational and time-management skills, with the ability to manage multiple priorities and meet deadlines.

Excellent attention to detail, particularly when managing records, documentation, compliance requirements and expiry dates.

Experience working with confidential and sensitive information, with a high level of professionalism and discretion.

Strong understanding of compliance processes and the ability to ensure procedures and standards are consistently followed.

Strong IT and administration skills, with confidence using Microsoft Suite and maintaining accurate records and reports.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork