



Sodexo Ireland



#JOB-2465046



Co. Limerick,



No of positions : 1



Paid Position



40 hours per week



39140.00 Euro Annually



20/08/2026



02/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/workplace-coordinator-in-limerick.19500>



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



Workplace 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

Monday to Friday

€39,140 per annum

Opportunities for professional development

Plus our Sodexo employee benefits package

Harvey's Quay, Limerick - Full time

A role where you can learn, grow, develop and thrive.

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.

We are currently seeking a dedicated and dynamic Workplace Coordinator to join our team and play a key role in driving excellence and innovation in Soft Services.

As a Workplace Coordinator you will

Manage office stock levels, including catering supplies, beverages, consumables, stationery, cleaning products, access cards, canteen stock, and event-related items.

Place and track orders for office supplies, catering requirements, cleaning consumables, stationery, and other workplace materials.

Maintain open office spaces, including print stations, stationery cupboards, hot desks, desk equipment, cable management, and general office readiness.

Coordinate locker allocation, locker labels, locker logs, and lock repairs where required.

Carry out regular workplace checks, including toilet checks, desk equipment checks, cleaning stock checks, audits, and facilities readiness checks.

Provide reception cover and support front-of-house operations when required.

Coordinate cleaning services, including monthly meetings with cleaning staff, weekly hours reports,

VISA documentation checks, RAMS, toolbox talks, and cleaning-related records.

Log, update, comment on, and close workplace tickets , ensuring issues are followed through to completion.

Arrange catering for office events, process catering invoices, and maintain accurate records of catering orders.

Monitor planned preventative maintenance activities, including checks for dryers, emergency assistance alarms, water temperatures, fire doors, AED equipment, and related facilities items.

Coordinate repairs, maintenance works, waste management, sink flushing routines, subcontractor visits, estimates, and required approvals.

Manage IT and access support tasks, including allocating IT equipment, maintaining Comms Room stock records, supporting Cork-based IT staff, and creating or deleting employee access cards.

Prepare and distribute key workplace reports, including PPM updates, DHL recharge information, weekly event analysis reports, and other relevant administration updates.

What we are looking for

Strong organisational and time-management skills.

Ability to manage multiple tasks and priorities in a busy office environment.

Good communication skills and the ability to liaise with staff, contractors, suppliers, and internal stakeholders.

Attention to detail when maintaining logs, records, audits, reports, and stock levels.

Practical problem-solving skills and a proactive approach to workplace support.

Basic IT awareness and confidence handling workplace equipment and access card processes.

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

Career Level

- Entry Level

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Priority Planning, Time Management