



Sodexo Ireland



#JOB-2470811



Laois,



No of positions : 1



Paid Position



30 hours per week



38295.00 Euro Annually



17/09/2026



01/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/part-time-building-manager-in-portlaoise.20607>



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



Building 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

Building Manager

Location: Port Laois, Republic of Ireland

Salary: € 38,295 per annum

We are looking for an experienced and proactive Building Manager to oversee the day-to-day operation and smooth running of a busy depot in Portlaoise.

This is a hands-on role suited to someone with experience in facilities, property, reception or building support, who is confident managing a wide range of facilities requirements and building strong relationships with staff, contractors and senior stakeholders.

Key Responsibilities

Act as the main point of contact for staff and contractors regarding building and facilities issues.

Proactively log and manage facilities tickets, ensuring issues are followed up and resolved promptly.

Manage the building management mailbox and respond to queries in a timely manner.

Support investigations and follow-up of facilities-related health and safety incidents.

Coordinate access and inductions for contractors, service providers and new starters.

Arrange workspace, hot desks, accommodation and meeting facilities for staff and visitors.

Set up conference rooms and ensure AV equipment is operational.

Coordinate deliveries, daily post, outgoing mail and franking.

Manage waste processes and ensure communal areas remain clean, clear and well maintained.

Conduct daily visual checks of fire safety systems.

Ensure the building, tea stations and general facilities are maintained to a high standard.

Arrange hospitality for business meetings.

Manage stationery, PPE and consumable stock, including reordering when required.

Maintain strong relationships with staff, senior managers, contractors and other stakeholders.

About You

The successful candidate will have:

Previous experience in a facilities, property, reception or building support role.

Hands-on experience managing day-to-day building operations.

Strong organisational and communication skills.

The ability to build positive working relationships with staff, contractors and senior stakeholders.

A proactive, solution-focused approach to facilities issues.

The confidence to act as a trusted point of contact and take ownership of issues through to resolution.

Good attention to detail and the ability to manage multiple priorities.

Equivalent relevant work experience is essential.

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

Career Level

- Not Required