



Sodexo Ireland



#JOB-2471491



Leopardstown, Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



42000.00 Euro Annually



23/09/2026



08/10/2026

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

Location: Leopardstown, Dublin, Ireland

Salary: Up to €42,000 plus Sodexo benefits

Contract Type: Full Time, Permanent

We are looking for an organised, proactive and customer-focused Workplace Coordinator to support the smooth day-to-day operation of a corporate workplace.

This is a varied role combining workplace operations, space planning, events coordination and stakeholder management. You will work closely with employees, managers, facilities teams, suppliers and service partners to ensure the workplace operates efficiently and delivers a positive employee experience.

Key Responsibilities:

Coordinate workplace locations, workpoints and desk allocations.

Maintain accurate seating, occupancy, move and workplace-change records.

Plan and coordinate team moves safely and efficiently, minimising disruption.

Liaise with Security, Facilities and Building Operations teams.

Coordinate internal and external events, including room setups, suppliers, calendars and on-site logistics.

Act as a key point of contact for Events, RE&S and other client stakeholders.

Manage workplace and location inboxes, enquiries and service requests.

Provide support with helpdesk ticket coordination when required.

Communicate clearly with workplace users and stakeholders, managing expectations against agreed service levels.

Plan, prioritise and track multiple activities to ensure deadlines are met.

Support risk assessments and ensure all relevant security, emergency and health & safety procedures are followed.

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/workplace-coordinator-in-dublin.20782>



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Identify opportunities to improve workplace processes, systems and service delivery.

Travel between client locations when required.

Provide additional support for larger events, workplace moves and changes, which may occasionally require evening or weekend availability.

About You:

The ideal candidate will have:

Excellent organisational, planning and time-management skills.

Strong written and verbal communication skills.

Experience coordinating multiple activities and competing priorities.

Strong stakeholder management and relationship-building skills.

Excellent attention to detail and confidence maintaining accurate records and schedules.

A calm, adaptable and solutions-focused approach.

The ability to work independently, use initiative and make decisions in a fast-paced environment.

A professional, friendly and customer-focused approach.

Confidence using Microsoft Teams and a willingness to develop knowledge of audiovisual systems.

A strong commitment to health & safety, employee experience and professional service delivery.

Sodexo reserves the right to close this advert early if we are in receipt of a high number of applications

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

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