



SENSORI FACILITIES MANAGEMENT

LIMITED



#JOB-2472838



Plaza 211, Blanchardstown Corpo, Ballycoolin,

Dublin 15, D15 AP2D



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



01/10/2026



29/10/2026

How to apply

Application Method :

Not available



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online



Facilities 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

We are currently recruiting for a Facilities Administrator to join our Maintenance Team on a contract for a key client. This full-time permanent role (39 hours) will be based in our Head Office, located at Plaza 211, Blanchardstown Corporate Business Park 2, Dublin 15, D15 AP2D.

This role would be ideally suited to an individual with a strong administrative background within the Facilities Management or Construction industry as they will provide support and assistance within the department by overseeing the daily operations from job dispatch to completion while providing support and assistance to clients and both the office and management teams.

PRINCIPAL ACCOUNTABILITIES

- Managing the scheduling for the department to include scheduling staff and booking client appointments for PPM, general works and renewals of monitoring contracts
- Responsible for helpdesk calls – filtering by priority and overall management of same
- Liaising with FM Engineers on various queries and providing the necessary follow up and support to resolve any outstanding issues
- Assist with the clients account management and co-ordinate the selected framework billing
- Assist the Finance Department in dealing with any client queries about their invoices
- Following up with clients to obtain PO's while managing the day-to-day bookkeeping
- Liaise with suppliers and act as the point of contact with the Procurement Department
- Generate reports to include the monthly review and update of the department guidelines
- Provide support to the engineers in their day-to-day duties
- Provide quality customer service by dealing with queries from clients and ensuring they are transferred for actioning to the relevant personnel
- Liaise directly with your Line Manager in relation to quotations, ensuring same are approved and signed off prior to issue
- Manage client queries, ensuring satisfactory customer service is provided to all and queries are escalated quickly and efficiently, where necessary

- Manage filing and ensure that documentation is correctly stored

SKILLS AND KNOWLEDGE REQUIRED

- Holds a Business Administration degree or an equivalent qualification or alternatively has extensive administrative experience within a busy commercial environment
- Minimum of 2 years' administration experience in a fast-paced work environment
- Experience within the Facilities Management industry is highly desirable
- Proficient in Microsoft Office with proven experience of using a variety of software
- Excellent analytical ability with exceptional numeracy and data entry skills
- Understanding of FM/Building (Mechanical & Electrical) services an advantage
- **Sector:** construction

Career Level

- Experienced [Non-Managerial]