



Sodexo Ireland



#JOB-2474421



Co. Cork,



No of positions : 1



Paid Position



40 hours per week



45000.00 Euro Annually



09/10/2026



23/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/workplace-coordinator-in-cork.21494>



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



Workplace Co-Ordinator

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

Sodexo is looking for an organised, proactive and service-focused Workplace Coordinator to support the smooth day-to-day running of a busy office environment.

This is a varied, hands-on role suited to someone who enjoys keeping a workplace organised, ensuring facilities run efficiently and providing excellent support to employees, visitors, contractors and suppliers.

You will play an important role in maintaining a safe, welcoming and fully operational workplace, coordinating facilities activities, managing stock and supplies, supporting office events and ensuring workplace issues are followed through to resolution.

Key Responsibilities

Workplace & Facilities Management: Maintain office spaces, hot desks, print stations, stationery cupboards and general workplace readiness.

Stock & Supplies: Monitor stock levels and manage orders for catering supplies, beverages, stationery, cleaning products, access cards and other workplace materials.

Facilities Coordination: Arrange maintenance works, repairs, waste management and subcontractor visits, ensuring the necessary estimates and approvals are obtained.

Health & Safety: Carry out regular workplace checks and support facilities inspections, audits and planned preventative maintenance activities.

Cleaning Coordination: Liaise with cleaning teams, coordinate regular meetings, maintain relevant records and support compliance documentation.

Reception & Front-of-House: Provide reception cover and assist with front-of-house operations when required.

Workplace Requests: Log, monitor, update and close workplace tickets, ensuring issues are followed through to completion.

Events & Catering: Coordinate catering for office events, process invoices and maintain accurate records of catering orders.

IT & Access Support: Assist with IT equipment allocation, maintain equipment stock records and manage employee access card requests.

Administration & Reporting: Prepare and distribute workplace reports, maintenance updates, event analysis and other relevant administrative information.

About You

You are a highly organised and dependable individual who takes pride in maintaining an efficient, professional and welcoming workplace.

You will ideally have:

Strong organisational and time-management skills.

The ability to manage multiple tasks and competing priorities effectively.

Excellent communication and interpersonal skills.

Strong attention to detail when maintaining records, reports, stock levels and audit documentation.

A proactive approach to problem-solving and workplace support.

Confidence using basic IT systems and handling workplace equipment and access card processes.

The ability to build positive working relationships with employees, contractors, suppliers and internal stakeholders.

An understanding of workplace facilities, health and safety procedures would be an advantage.

- **Sector:** accommodation and food service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative