



Shining Smile Limited



#JOB-2358934



Unit 2, Gardiner St Middle, Dublin 1, D01

Y2E5



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



08/10/2024



05/11/2024

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

Email : [constantincon@yahoo.com](mailto:constantincon@yahoo.com)



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## Procurement officer

### 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

Procurement officer required to work at Shining Smile Limited based in Unit 2, Gardiner Street Middle, Dublin 1, D01 Y2E5. The successful candidate must have a qualification related to commercial management (foreign qualifications are accepted) and at least 6 months' experience in a similar role. Main duties are: efficient procurement of products and services; keeps up with market trends and chooses products/services; budgetary limitations and customer requirements and decides on quantity, type, range, and quality of goods or services to be bought; assesses bids from suppliers, finds suppliers and negotiates prices; helps negotiate a contract with the supplier and specifies details of goods or services required; ensures contract management; ensures supplier relationship management; ensures delivered items meet order specifications, monitors the quality of incoming dental supplies, returns faulty items, and oversees supplier performance to meet clinic targets; supervises clerical, administrative, and inventory staff, oversees recruitment and training, ensuring efficient operations within the clinic; works closely with dental practice managers and suppliers to allocate stock and develop purchase forecasts, maintains records and prepares reports as necessary. Salary: €34,000 per annum. Hours: 39 hours per week Apply to Constantin Tomita, Director, [constantincon@yahoo.com](mailto:constantincon@yahoo.com).

- **Sector:** other service activities

### Career Level

- Experienced [Non-Managerial]