



PRINCIPAL CONSTRUCTION LIMITED



#JOB-2387616



42 Arran Street East, Dublin 7, D07 RP3K



No of positions : 1



Paid Position



39 hours per week



39000.00 Euro Annually



11/04/2025



09/05/2025

How to apply

Application Method :

Not available



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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 Principal Facilities Limited, based at 42 Arran Street East, Dublin D07 RP3K. The successful candidate must have a qualification related to Business or Procurement and Supply Chain Management and at least 6 months' experience in similar role. Fluency in a second language is an advantage. Duties will include efficient purchasing and supply chain management, such as researching new product lines and suppliers while keeping up with market trends to select appropriate products and services for stock and resale; assess budgetary limitations and customer requirements to determine the quantity, type, range, and quality of goods or services to be procured, ensuring alignment with business goals; assess bids from suppliers, identify potential suppliers, and negotiate prices and contract terms to secure advantageous deals for the company, including large equipment quotations; assist in negotiating contracts with suppliers and specify details of goods or services required, ensuring clarity and compliance with company standard; evaluate current supply networks to identify areas for improvement, and present innovative ideas to the senior management team to enhance efficiency; monitor the quality of incoming goods to ensure compliance with purchase orders, return unsatisfactory or faulty items, and manage performance metrics to meet company targets; supervise clerical, administrative, including overseeing recruitment and training initiatives to ensure a competent procurement team; collaborate closely with sales representatives to provide necessary information and support regarding products and orders, while creating and running reports on stock levels and sales performance; provide support to customers by addressing inquiries related to products or orders, ensuring a high level of customer service and satisfaction; maintain accurate records of procurement activities and prepare necessary reports to track performance and inform strategic decision-making. Salary: €39,000 per annum. Hours: 39 per week. Apply to Lorna Murphy, Operations Manager at lorna.murphy@principalconstruction.ie.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]