



NYPRO LIMITED



#JOB-2394433



JABIL, Solus Tower Estate, Corke Abbey,
Bray, Co. Dublin, A98 R208



No of positions : 1



Paid Position



39 hours per week



36000.00 Euro Annually



03/06/2025



01/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : tara_shirley@jabil.com



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



Buyer

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

Procure stock inventory materials, components and packaging. Ensure materials availability to support production through MRP execution. Support equipment and services procurement.

Compliance responsibilities for the procurement function ensuring that all records are kept up-to-date and audit presentable.

Maintaining supplier records; sending supplier set up forms, and analysing the documents returned for full completion. Implementing checks to current records for audit compliance.

Placing purchase orders according to established policies and procedures, including any returns. Following up on supplier purchase orders, and regular generation of supplier forecasts.

Supplier relationship management; interacting with suppliers and customers via telephone, e-mail and meetings. Regularly assess supplier performance according to established metrics and procedures.

Purchasing specifications management; generation of specifications, upload of approved documents to NWQS and filing of same.

Preparation of documentation for reporting at regular Supply Chain meetings; evaluating supplier performance and reliability through formal reporting with defined metrics of Quality Delivery and Performance

Support new site projects as a Supply Chain representative; managing the critical path and ensuring key dates are met, highlighting any issues to the project team/manager.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]