



CIRCLE K IRELAND LIMITED



#JOB-2401602



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



08/07/2025



20/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



(Senior) Manager Professional Services Procurement - Circle K

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

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Join Our Team

Our mission is simple: we make journeys easier and more enjoyable for our customers. We want to lift their spirits by delivering little boosts along the way. We care about our people and our communities, and we look for ways to uplift people first. Wherever your journey's going, we can help you get there.

(Senior) Manager Professional Services Procurement

Type of Employment: Permanent

Location: Dublin, Ireland

The Role

We are seeking a highly motivated and experienced procurement professional to lead the sourcing and category management of professional services, including but not limited to consulting, legal, audit, tax, HR, and marketing services. The ideal candidate will have a strong background in strategic sourcing, supplier relationship management, and stakeholder engagement, with a proven ability to deliver value across complex service categories.

Seniority will be determined and offered based on the candidate's experience.

Key Responsibilities

Develop and execute category strategies for professional services in alignment with business objectives.

Lead end-to-end sourcing processes including RFPs, negotiations, contract development, and supplier selection.

Build strong relationships with internal stakeholders across business to understand business needs and ensure procurement adds value.

Manage supplier performance and drive continuous improvement initiatives.

Ensure compliance with internal policies and external regulations.

Analyze market trends and identify opportunities for cost savings and innovation.

Collaborate with legal and finance teams to ensure robust contract governance.

Support risk management and sustainability initiatives within the supply base.

Contribute to Source-to-Pay (S2P) transformation initiatives, including process optimization, system implementation, and change management efforts.

Qualification & Experience

Bachelor's degree in Business, Supply Chain, Finance, or a related field; Master's degree or relevant certifications (e.g., CIPS) preferred.

8–14 years of procurement experience, with a strong focus on professional services.

Demonstrated success in managing complex sourcing projects and supplier negotiations.

Strong analytical, communication, and stakeholder management skills.

Experience working in a matrixed, global organization is a plus.

Proficiency in procurement tools and systems (e.g., SAP Ariba, Sirion etc.).

Preferred Experience:

Prior experience in sourcing IT categories/sub-categories will be considered a strong advantage.

Key Competencies:

Strategic thinking and commercial acumen

Strong negotiation and influencing skills

Results-oriented with a focus on value delivery

Collaborative and adaptable

High integrity and professionalism

We encourage you to apply by July 20th, 2025. The candidates will be reviewed on continuous basis.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]