



Crown



#JOB-2406178



CROWN ROOFING, Baltinanima,  
Roundwood, Co. Wicklow, A98 D522



No of positions : 1



Paid Position



40 hours per week



34000.00 Euro Annually



07/08/2025



04/09/2025

## How to apply

### Application Method :

Not available



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



## Procurement Specialist

### 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

We are seeking a detail-oriented and organised Procurement Specialist to manage the sourcing and purchasing of materials and services for our building envelope construction projects. This role involves working closely with project managers, suppliers, and subcontractors to ensure timely delivery, cost efficiency, and quality standards.

#### Key Responsibilities:

Source and purchase construction materials (e.g., insulation, cladding, waterproofing).

Negotiate pricing, terms, and delivery with suppliers.

Track orders and ensure timely delivery to job sites.

Maintain accurate records of purchases and inventory.

Evaluate supplier performance and build strong vendor relationships.

Work with project teams to forecast material needs.

#### Requirements:

Experience in construction procurement or a similar role.

Knowledge of building envelope systems and materials is a plus.

Strong negotiation and communication skills.

Proficient in procurement software and MS Office.

Organized and detail-oriented.

- **Sector:** construction

### **Career Level**

- Experienced [Non-Managerial]