



H&C Select Limited



#JOB-2407090



77 Aungier Street, Dublin 2, D02 V652



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



14/08/2025



11/09/2025

How to apply

Application Method :

Not available



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International Procurement Officer (China Sourcing)

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

H&C Select Ltd is a dynamic and fast-growing company specializing in hair and beauty services, currently expanding its operations into the retail and e-commerce sectors for premium hair and beauty products. To support this growth and ensure smooth operations, we are seeking an experienced International Procurement Officer (China Sourcing) with expertise in sourcing from China to join our team. Your role is to ensure that our company products' (beauty and hair products, tools, and equipment) importing from China is effectively monitored and acquired at competitive prices.

Key Responsibilities:

- Source and procure hair and beauty products, hairdressing tools, and equipment from China-based suppliers in line with the company's procurement strategy
- Act as the primary point of contact between the company and Chinese beauty product and salon equipment suppliers/vendors
- Support the Business Development Manager in developing and implementing sourcing strategies and activities across the Greater China region
- Establish and maintain strong cooperative relationships with suppliers in China, ensuring alignment with quality, pricing, and delivery expectations
- Negotiate contracts, terms, and deadlines with Chinese vendors, managing the full contract lifecycle including renewals, renegotiations, and extensions
- Build and maintain long-term, strategic relationships with trusted manufacturers and vendors to ensure product consistency, reliability, and supply chain stability
- Ensure all sourced products meet required quality standards, regulatory compliance, and are delivered on time and within budget
- Collaborate cross-functionally with internal teams—product development, operations, sales, and logistics—to align procurement efforts with business needs
- Monitor and manage supplier performance, resolving supply chain disruptions or quality issues promptly and efficiently
- Maintain accurate procurement records, supplier databases, and contribute to forecasting and

supply chain planning

- Coordinate with Chinese logistics firms to ensure smooth and timely importation of goods, minimizing delays or disruptions in the supply chain

Requirements:

- Proven experience in international procurement, with a strong focus on sourcing from China
- Background or knowledge in the hair and beauty industry is a strong advantage
- Existing connections within the industry and established relationships with reliable suppliers in China are highly preferred
- Excellent negotiation, communication, and supplier management skills
- Mandarin proficiency is a must; fluency in English is also required
- Basic understanding of global logistics, shipping procedures, and international trade practices
- Strong attention to detail, exceptional organisational skills, and the ability to work independently in a fast-paced environment
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]