



ALPHA PROPERTY AND MAINTENANCE
LIMITED



#JOB-2407272



51 The Square, Larch Hill, Dublin 17, D17
EX17



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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online



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

Job Title: Procurement Officer

Company Name: Alpha Property and Maintenance Limited

Work Address: 51 Larch Hill The Square, Dublin, Dublin, D17EX17

Job Description:

Alpha Maintenance, a growing company in the construction industry, is looking for a motivated and detail-oriented Procurement Officer to join our team. This is an excellent opportunity for professionals at the beginning of their career to develop skills and grow within the construction sector. You will support the purchasing process of materials, tools, and equipment for building projects, ensuring timely and cost-effective supply chain management.

Key Responsibilities:

Assist in sourcing suppliers and subcontractors aligned with project needs.

Support the preparation and follow-up of purchase orders.

Help negotiate contracts and ensure value for money.

Maintain accurate procurement records.

Work closely with site managers to forecast and meet material requirements.

Comply with company procurement procedures and safety standards.

Requirements:

Minimum 1 year of experience in procurement, logistics, supply chain or related fields.

Good communication and negotiation skills.

Willingness to learn and grow in the role.

Basic knowledge of procurement or construction management software is an advantage (training provided if necessary).

Salary and Conditions:

Annual Salary: €34,000

Hourly Rate: €16.77

Working Hours: 39 hours per week

Start Date: 13/10/2025

If you're interested in starting or growing your career in procurement, please apply with your most recent CV to: alvaroafm09@gmail.com

Contact Name: Alvaro

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]