



SLK MANAGEMENT SERVICES LIMITED



#JOB-2410272



107-109 Upper Salthill, Galway, Co. Galway,  
H91 R868



No of positions : 1



Paid Position



40 hours per week



45520.00 Euro Annually



02/09/2025



30/09/2025

## How to apply

### Application Method :

Not available



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to view this ad  
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: Slk Management Services Limited – T/A The Nest

Office Address: The White House, Freeport, Barna, Co. Galway, H91PFV3

Job Location: 107-109 Upper Salthill, Galway, H91 R868

#### Job Description:

Slk Management Services Limited, trading as The Nest, is looking for a Procurement Officer to ensure the efficient procurement of essential supplies, such as cleaning products, amenities, food items, and maintenance materials. The role involves selecting suppliers, negotiating favourable terms, using procurement management systems, stock control, and following up on delivery logistics, ensuring quality and operational efficiency.

#### Key Responsibilities:

Procure necessary goods and services, such as cleaning products, food items, and maintenance materials.

Select suppliers and negotiate favourable terms to ensure the best pricing and service delivery.

Utilise procurement management systems to optimise the purchasing process.

Monitor stock levels and manage inventory, ensuring timely replenishment and availability of supplies.

Track and coordinate delivery logistics to ensure timely and proper receipt of goods.

Maintain accurate procurement records and prepare reports for management.

Collaborate with other departments to understand and meet their procurement needs.

Ensure all procurement activities comply with company policies and regulatory requirements.

#### Skills and Experience Required:

1 to 2 years of experience in a related field is desirable.

Strong negotiation and communication skills.

Analytical skills with strict attention to detail.

There are no formal academic requirements.

Salary:

Annual: €45.520

Hourly: €21.88

Start date:03/11/2025

Hours per Week: 40

Name: Keith Kissane

Email: keith@thenestaccommodation.com

- **Sector:** other service activities

### **Career Level**

- Experienced [Non-Managerial]