



Fiontar Safety Management Limited



#JOB-2412465



19-22 Baggot Street Lower, Dublin 2, D02  
X658



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



17/09/2025



15/10/2025

## How to apply

### Application Method :

Not available



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## 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

Company Name: Fiontar Safety Management

Title of job: Procurement Officer

Location of employment: 19-22 Baggot Street Lower, Dublin

Hours of work: Full-time, 39 hours per week

Annual remuneration: €34,000 (Hourly rate €16.77)

Description of the employment:

Fiontar Safety Management is looking for a Procurement Officer to ensure the efficient procurement of essential supplies, such as PPE, amenities, and maintenance materials. The role involves selecting suppliers, negotiating favourable terms, stock control, and following up on delivery logistics, ensuring quality and operational efficiency.

Detailed duties and responsibilities of role:

- Identify, evaluate and manage suppliers.
- Prepare and issue tenders, bids, and purchase orders.
- Negotiate terms, prices and contracts.
- Monitor contract compliance, deliveries and stock levels.
- Supervise staff and deal with training.
- Maintain records and prepare reports.
- Ensure goods/services meet required standards and compliance obligations.

Qualifications/skills/knowledge or experience required for this role:

- Relevant degree (business, marketing, or related field).
- 1 to 2 years of relevant experience in the field.
- Strong communication, negotiation and organizational skills.
- Proficiency in MS Office and the ability to use other relevant company software as needed.

Application:

Send CV to [hr@fiontargroup.com](mailto:hr@fiontargroup.com) with "Procurement Officer" in the subject line.

Closing date: 15 October 2025.

Proposing starting date: 1 November 2025

- **Sector:** other service activities

**Career Level**

- Experienced [Non-Managerial]