



HALL RECRUITMENT



#JOB-2414894



Co. Dublin,



No of positions : 1



Paid Position



37.5 hours per week



23.08 Euro Hourly



03/10/2025



20/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : catherine@hallrecruitment.ie

URL :

<https://hallrecruitment.ie/jobs/temporary-procurement-supply-chain-12079/>



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



Temporary Procurement/Supply Chain Administrator

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

Address: Dublin 4 Hybrid (Tuesdays & Wednesdays in-office)

Position: Temporary Administrative Support for API Sourcing (Client Referral)

Start Date: Monday 20 October 2025

End Date: Friday 14 November 2025

Hours of work: 9.00 am – 5.30 pm (37.5 hrs/week) - Hybrid (Tuesdays & Wednesdays in-office)

Hourly Rate: €23.08 per hour paid weekly through Hall Recruitment

Holiday Entitlement: 22 Days per year pro rata

Role Outline:

About the Role:

You'll be the key sourcing contact for the companies US manufacturing sites, ensuring the timely coordination of pricing, deliveries, and supplier communications. Your ability to react quickly and professionally within a 24-hour window is essential.

The role will also require coordinating and hosting calls with suppliers, managing materials that fall out of specification, and following up on deliveries, quotations, and change control matters.

This is a hybrid role with two office days per week (Tuesdays & Wednesdays) – note these days are non-negotiable.

Key Responsibilities:

- Manage and maintain sourcing relationships for US-based sites.
- Act as liaison between manufacturing sites and suppliers for all API sourcing matters.
- Facilitate and participate in supplier calls and telecoms.
- Follow up on quotations, change control, OOS materials, and delivery timelines.
- Maintain sourcing databases and ensure accurate documentation.
- Prepare and deliver clear and professional presentations internally and externally.
- Support the team in aligning with corporate sourcing goals and standards.

Essential Requirements:

- Experience in strategic sourcing, procurement, or supply chain within pharma or a regulated manufacturing environment
- Strong communication skills – capable of hosting supplier calls and internal presentations
- Comfortable working independently and proactively
- Familiarity with pharmaceutical terminology such as specifications, certificates of analysis, or change control processes.
- Proficiency in Microsoft Excel, PowerPoint, and general Office suite
- Able to respond quickly and efficiently – must be action-oriented.

Desirable Experience:

- Previous exposure to API sourcing or pharmaceutical supply chain management
 - Knowledge of quality, regulatory, or manufacturing standards in pharma
 - Familiarity with working with Contract Manufacturing Organisations (CMOs)
 - Candidates with quality or regulatory backgrounds who can be trained into sourcing will be considered.
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- **Sector:** administrative and support service activities

Career Level

- Entry Level