



PRO-RISO DENTAL CLINIC LIMITED

#JOB-2425820

6 Jervis Street, Dublin 1, D01 XT59

No of positions : 1

Paid Position

39 hours per week

34000.00 Euro Annually

19/12/2025

16/01/2026

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

Job Title: Procurement Officer

Company Name: Pro-Riso Dental Clinic Limited T/a Pro Dental

Location: 6 Jervis Street, Dublin 1, Dublin, D01 XT59

Job Description:

Pro Dental Clinic, a modern and expanding dental practice based in Dublin, is looking for a proactive and detail-oriented Procurement Officer to join our team. This is an excellent opportunity for professionals interested in procurement and supply chain management within the healthcare sector.

Key Responsibilities:

Source and liaise with suppliers for dental equipment, materials, and services.

Prepare and manage purchase orders, ensuring timely and cost-effective procurement.

Negotiate pricing and terms with suppliers, maintaining quality and compliance.

Monitor stock levels and forecast supply needs in coordination with the clinical team.

Maintain accurate procurement and inventory records.

Ensure compliance with internal procedures and healthcare regulations.

Support audits and process improvements in procurement and supply chain operations.

Requirements:

Minimum 2 years of experience in procurement, logistics, supply chain or related fields.

Good communication and negotiation skills.

Willingness to learn and grow in the role.

Awareness of HSE guidelines, infection control protocols, and healthcare compliance is advantage

Salary and Conditions:

Annual Salary: €34.000

Hourly Rate: €16.77

Start Date: 17/02/2026

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

Contact Name: Carlos Firmino

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]