



Company Details Confidential



#JOB-2430291



Unit 6 Eastgate Road, Eastgate Business
Park, Little Island, Cork, T45 HF65



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



22/01/2026



19/02/2026

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 Description:

We are seeking a full-time Procurement Officer to manage purchasing activities, source suppliers, negotiate contracts, and ensure the cost-effective and compliant procurement of goods and services. The role includes maintaining accurate records, monitoring supplier performance, and supporting administrative and financial processes within the organisation.

Requirements:

- Experience in procurement, purchasing, or a related administrative role
- Strong organisational and negotiation skills
- Ability to manage multiple tasks and maintain accurate documentation
- Knowledge of procurement processes and regulations (advantageous)

Please contact Recruitment@joeduffy.ie if you are interested in this role.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification
- **Specialising In:** procurement

(Desirable)

- **Ability Skills:** Administration, Customer Service
- **Competency Skills:** Initiative, Problem Solving