



Company Details Confidential



#JOB-2431684



O'Brien's Service Station , Togher Road, Cork,
Co. Cork, T12 KR89



No of positions : 1



Paid Position



40 hours per week



38000.00-40940.00 Euro Annually



29/01/2026



26/02/2026

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

Full job description

Job Title: Procurement Officer

Location: Ireland

Hours: 39 hours per week

Salary: €38,000 to €40,940 per year

Job Description:

Ardrostig Plaza Holding Ltd 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)

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]