



DNATA CATERING IRELAND LIMITED



#JOB-2431899

DNATA 1, Hawk House Unit 4, Cedar Drive,  
Saint Margaret's, Co. Dublin, K67 YW68

No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Annually



30/01/2026



27/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [megan.dunne@dnata.com](mailto:megan.dunne@dnata.com)



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## Purchasing Executive

### 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

#### Purchasing Executive

dnata Catering Ireland is a leading providers of inflight services to the world's airline customers. We offer a comprehensive range of Inflight Catering, Onboard Retail and Logistics services across all of the Irish airports

The Purchasing Executive is responsible for developing accurate demand forecasts, manage inventory levels, and coordinate with suppliers to ensure timely delivery of materials needed for production. The successful candidate will oversee purchase orders, ensuring compliance with company policies and optimizing inventory control. They will assist with sourcing and negotiating with suppliers to secure the best terms and prices, manage contracts and ensure quality compliance.

#### Responsibilities

Ensuring continuous supply and optimum levels of inventory

Work closely with various department to develop production plan to meet budget and forecast

Monitor and create purchase requisitions for appropriate vendors through ERP system

Convert requisitions to purchase orders and manage production scheduling.

Ensure compliance with company purchasing policies and procedures

Management of reducing excess inventory levels and manage re-orders

Developing and maintaining relationships with vendors, whilst ensuring competitive pricing for the business.

Identify and implement process improvements to enhance production efficiency and reduce waste

Identify potential risks to production schedules and develop contingency plans to mitigate impacts.

Work towards resolving procurement related issues

Updating systems and creating reports

Attend meetings and outings when necessary

This list is not exhaustive; accountabilities may vary dependant on locality or role complexity and may include any other duties considered reasonable by the line manager.

#### Requirements

Minimum 2 years in a similar role

Third level qualification in Supply Chain or related fields is preferable or working towards

Ability to work under pressure in a fast-paced environment

Excellent attention to detail

Proficient in MS Office

Strong communication and negotiation skills

Willingness to work some weekends if required

Can go through garda vetting and security/background checks

- **Sector:** accommodation and food service activities

### **Career Level**

- Entry Level

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Interpersonal Skills
- **Competency Skills:** Flexibility, Problem Solving, Teamwork, Time Management
- **Specialising In:** none
- **Languages:** English C2-Master (Fluent)