



Company Details Confidential



#JOB-2437104



KTF Housing Limited, Finnabair Industrial Estate, Dundalk, Co. Louth, A91 HR25



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



05/03/2026



02/04/2026

### How to apply

#### Application Method :

Not available



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



## Buyer and Procurement Officer - KTF Housing Limited

### 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

KTF Housing Limited requires 1 experienced Buyer and Procurement Officer for full-time work in Finnabair Industrial Estate, Dundalk, Co. Louth, A91 HR25.

The successful candidates will manage sourcing, purchasing, and supplier relationships. The role includes negotiating contracts, ensuring timely deliveries, monitoring inventory, and optimizing costs.

Strong analytical skills and attention to detail are essential.

#### Key responsibilities:

Manage end-to-end procurement processes from requisition to purchase order issuance.

Source, evaluate, and select reliable suppliers to ensure quality and cost efficiency.

Negotiate pricing, payment terms, and contracts to achieve optimal value.

Monitor inventory levels and coordinate with departments to forecast purchasing needs.

Ensure timely delivery of goods and resolve any supply or quality issues.

Maintain accurate procurement records and documentation for audit and reporting purposes.

Conduct market research to identify cost-saving and strategic sourcing opportunities.

Build and maintain strong supplier relationships to support long-term partnerships.

Ensure compliance with company policies, procedures, and procurement regulations.

Analyze procurement data and prepare reports to support

management decision-making.

Also;

Proven work experience in procurement, purchasing, and inventory control.

Strong negotiation and vendor management skills.

Excellent analytical and problem-solving abilities.

Strong communication and interpersonal skills.

Understanding budgeting, cost control, and market analysis.

Salary €36,605, based on 39 hrs per week.

Applications: Please send your application to the following email address:

gsrecruitmentjobs@gmail.com

- **Sector:** manufacturing

### **Career Level**

- Experienced [Non-Managerial]

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 3 (incl Junior Cert)
- **Specialising In:** purchasing; inventory control

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Sales/Marketing
- **Competency Skills:** Flexibility, Management, Negotiation, Time Management
- **Driving Licence:** Learner permit: B
- **Languages:** English C1-Advanced