



WESTERN ROAD GUESTHOUSE LIMITED



#JOB-2443934



Hawthorn, Western Road, Cork, Co. Cork, T12
H298



No of positions : 1



Paid Position



40 hours per week



36800.00 Euro Annually



21/04/2026



19/05/2026

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

Company Overview:

We are a property development and management company engaged in the acquisition, construction, refurbishment, and ongoing management of properties. We work closely with a wide range of contractors and service providers to ensure the successful delivery and maintenance of high-quality developments and maintenance.

Job Description:

We are seeking a full-time Procurement Officer to support and manage procurement activities across our development and property management operations. The role will involve sourcing and coordinating suppliers and subcontractors, with a strong focus on post-construction services, including cleaning and site handover preparation.

The successful candidate will be responsible for ensuring cost-effective, timely, and compliant procurement of goods and services. This includes negotiating with suppliers, managing service agreements, and maintaining strong working relationships with contractors involved in construction completion and property maintenance phases.

A key aspect of the role is liaising with cleaning contractors and service providers across multiple sites. The ability to communicate effectively with multilingual workforces is important to ensure smooth coordination, quality control, and timely delivery of services.

The role also involves maintaining accurate procurement records, monitoring supplier performance, and supporting internal administrative and financial processes. Close collaboration with project managers, site teams, and external vendors will be essential to ensure operational efficiency across all projects.

Key Responsibilities:

Source, evaluate, and manage suppliers with a focus on post-construction cleaning and related services

Negotiate pricing, service agreements, and contract terms to ensure value and quality standards

Coordinate with cleaning contractors and site teams to ensure timely project handover preparation

Liaise with multilingual suppliers and service teams to ensure clear communication and service delivery expectations are met

Maintain accurate procurement records, contracts, and supplier documentation

Monitor supplier performance and address service or quality issues where necessary

Support budget control, cost tracking, and internal reporting processes

Work closely with internal teams to forecast procurement needs across active sites

Requirements:

Experience in procurement, purchasing, or a related administrative role

Strong organisational, negotiation, and communication skills

Experience working with service-based suppliers (e.g. cleaning, facilities, or construction-related services) is highly desirable

Ability to manage multiple projects and maintain accurate documentation

Strong attention to detail and problem-solving skills

Proficiency in Microsoft Office and procurement or administrative systems

Experience working within property development, construction, or property management is an advantage

Multilingual ability is an advantage

Salary: €36,800 P/Y DOE

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Initiative, Negotiation, Problem Solving, Teamwork
- **Specialising In:** strong organisational skills; communication skills; strong attention to detail; problem solving skills; multilingual ability