



REMOTE MANAGEMENT TECHNOLOGY

LIMITED



#JOB-2444152



First Floor, Penrose 2, Penrose Dock Cork,
Cork, Co. Cork, T23YY09



No of positions : 1



Paid Position



40 hours per week



64000.00 Euro Annually



24/04/2026



22/05/2026

How to apply

Application Method :

Not available



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



Purchasing Coordinator

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

We are seeking an experienced Purchasing Coordinator to support procurement operations for a U.S.-based residential interior design firm delivering high-end, custom projects. This role is responsible for managing end-to-end procurement workflows across multiple concurrent design projects, including sourcing, purchasing, vendor coordination, logistics, and procurement documentation.

The position requires specialized experience in procurement within a project-based, design-driven environment, including coordination with U.S.-based vendors and suppliers, management of custom furnishings and materials, and oversight of purchasing workflows tied to active project timelines.

Due to the firm's U.S.-based operations, this role requires regular coordination across time zones and availability aligned with U.S. business hours.

Key Responsibilities :

Manage procurement activities across multiple active residential interior design projects, ensuring alignment with project schedules and design specifications

Coordinate sourcing, purchasing, and order placement with U.S.-based vendors and suppliers, including custom furnishings and materials

Track procurement lifecycle including order status, production timelines, shipping logistics, and final delivery to receiving warehouses or project sites

Maintain accurate procurement records and documentation within Design Manager and Studio Designer, including purchase orders, vendor invoices, and sourcing data

Support the firm's transition and ongoing use of procurement and design management systems, ensuring data integrity and workflow consistency

Analyze product reselections, pricing changes, and procurement adjustments to evaluate cost impacts and maintain project profitability

Ensure pricing accuracy and compliance with applicable tax structures when preparing procurement and client-facing documentation

Coordinate logistics with third-party receiving warehouses and delivery providers, including

scheduling, issue resolution, and documentation tracking

Maintain detailed records of vendor communications, including order updates, delays, and issue resolution

Evaluate vendor performance, pricing structures, and delivery timelines to support procurement decision-making

Utilize Microsoft Excel to analyze procurement data, track purchasing activity, and support reporting and forecasting

Collaborate with internal design and operations teams using tools such as Salesforce and Asana to ensure procurement alignment with project workflows

Coordinate daily with U.S.-based teams across time zones to support ongoing procurement operations and project execution

Required Qualifications:

Bachelor's degree in Supply Chain Management, Business, Merchandising, or a related field

Minimum of 3+ years of progressive experience in procurement or supply chain operations within a project-based environment

Place of Work: Remote/virtual worksite, Ireland

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]