



CIRCLE K IRELAND LIMITED



#JOB-2446041



Beech House, Beech Hill Off Campu,
Clonskeagh, Dublin 4, D04 V5N2



No of positions : 1



Paid Position



40 hours per week



Competitive



05/05/2026



02/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



Procurement Specialist - Circle K

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

The Global Procurement Specialist plays a key role in supporting the procurement function by analyzing vendor performance, reviewing purchasing data, and managing supplier relationships. The position ensures that sourcing activities are cost-effective, high-quality, and aligned with business needs. It also involves processing and administering agreements to strengthen strategic, sustainable partnerships that drive revenue growth and enhance gross profit.

At Circle K, we strive to be a dependable and convenient stop that seamlessly fits into the daily routines of people on the move—whether they're commuting, traveling, or simply navigating a busy day. Our goal is to make their lives a little easier. This is what customers expect from us, and in this role, you will play a central part in delivering on that Customer Promise.

ESSENTIAL FUNCTIONS:

Identifies trends and analyzing internal metrics including purchase movement, pricing, and funding impact; supplier KPI's and business proposal information; creates bid summaries and identifies opportunities and recommendations.

Clear understanding of different types of rebate structures, including growth rebates, tiered incentives, and marketing support, and how they affect true net cost.

Comfortable building structured Excel models to support negotiations, scenario planning, and savings validation.

Ability to build scalable data transformations and structured data sets to support commercial and operational decisions.

Experience identifying savings opportunities across markets and aligning cross functional teams to

deliver measurable savings.

Analyzes category productivity by using CircleK financial analysis systems such as BI (Business intelligence system) or AC Nielsen (external data insight system) to produce regular and ad hoc category or supplier management reports.

Prepares reports by collecting, formatting, analyzing and summarizing information.

Maintains electronic files for Supplier Agreements and Communication. Ensures correct contract handling, procurement processing and synergy reporting.

Assures data accuracy by coordinating with Business units and procurement network, participating in internal reviews, and updating changes to data requests.

Demonstrates a strong ability to drive change by challenging the status quo, conducting root-cause analyses, and implementing effective process improvements.

KEY REQUIREMENTS:

3+ experience in procurement, supply chain, or procurement analytical role

Associates and/or bachelor's degree in business or marketing preferred.

Strong commercial acumen, able to break down pricing into real cost drivers such as freight structures, rebate mechanics, and total cost of ownership.

Proficient in Power BI, Microsoft Excel, Azure cubes & SAP Ariba.

Strong communication skills. Fluent in English (oral and written).

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]