



VALEDOWN LIMITED



#JOB-2448128



DUBLIN 2 BIKE, 11-15 Erne St Upr, Dublin 2,
D02 DY88



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



13/05/2026



10/06/2026

How to apply

Application Method :

Not available



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



Procurement Officer (SOC 3541)

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

Job Title: Procurement Officer (SOC 3541)

Company Name: Valedown Ltd T/A Dublin2Bike.

Office Address: Dublin 18

Workplace Address: 11-15 Erne Street Upper, Dublin 2, D02 DY88

Job Description:

Valedown Ltd T/A Dublin2Bike is seeking a motivated Procurement Officer to join its purchasing team. The role is responsible for organising and carrying out the procurement of materials, equipment and goods, working with qualified suppliers such as manufacturers, importers and wholesalers to support the company's operations.

Key Responsibilities:

- Identify and select qualified suppliers of materials, products and equipment required for the company's production and operations.
- Negotiate supply terms, prices and contracts with suppliers, ensuring the best cost-benefit ratio.
- Purchase goods and services in line with defined budgets and operational requirements.
- Evaluate the quality and compliance of purchased products, ensuring they meet internal and regulatory standards.
- Monitor deliveries and maintain effective relationships with suppliers, ensuring timely supply.

- Collaborate with internal teams in the selection of products and materials, aligning operational and production needs.
- Maintain detailed purchasing records and prepare reports on procurement processes for company management.

Requirements:

- 1–2 years of experience in purchasing or related areas.
- Strong negotiation and analytical skills.
- Motivated professional, eager to learn and grow.

Annual Salary: €37,544

Hourly Rate: €18.5

Hours per Week: 40 hours

Start Date: 20/07/2026

cv to contact: Shane Fallon

email: shane@dublin2bike.ie

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]