



SENSORI FACILITIES MANAGEMENT

LIMITED



#JOB-2452885



Plaza 211, Blanchardstown Corpo, Ballycoolin,
Dublin 15, D15 AP2D



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



10/06/2026



08/07/2026

How to apply

Application Method :

Not available



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Procurement Administrator

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

Principal Accountabilities:

Workwear and PPE:

Implement and maintain an accurate workwear tracker

Responsible for all workwear orders by managing lead times and issuing of same

Manage workwear and PPE stock levels to ensure sufficient stock is always available

Monitor and report on monthly expenditure

Manage the issuing of workwear and PPE to ensure that repeat orders are kept to a minimum

Research the market to ensure that Sensori are sourcing cost effective workwear and PPE with sustainable quality

General:

Generate, process and amend purchase orders

Draft purchase orders and issue to the relevant stakeholders

Monitor office supplies stock levels to include but not limited to stationary and consumables

Manage the Procurement storeroom ensuring that it is kept in a presentable manner and all stock is recorded accordingly

Act as the first point of contact for the collection of materials and assets by site personnel

Assist the Procurement Team in asset tagging all tools and equipment to include asset transfers

Support the Procurement and Fleet Co-Ordinator as and when required

Support the wider team ensuring that all suppliers have the appropriate accreditations and insurance cover

Liaise with all Facilities and Maintenance Teams to include Key Account Managers as required

Manage internal requisitions and request multiple quotes to ensure the best price

Monitor supplier performance and internal stakeholders and escalate issues and concerns as they arise

Forecast price and market trends while identifying key changes that may impact on purchasing and give feedback to the Procurement Manager for consideration and further analysis

Identify cost reduction opportunities to achieve the departments financial objectives

Keep up to date on market trends and innovations, regulations and new technology which may have an impact on how the business will function into the future

Identify potential areas of improvement based on observations and make recommendations to the Procurement Manager

Responsible for the day to day operation of the Procurement Departments shared inbox while assisting with the management of the invoice register

Any other duties as deemed necessary for the efficiency of the business

Skills and Knowledge Required:

Preferably has an Irish Institute of Purchasing and Materials Management (IIPMM) degree or equivalent qualification

1 years' experience in a fast-paced, target driven commercial environment preferred

Solid commercial and financial awareness

Strong negotiation skills combined with excellent communication skills

Excellent analytical and planning ability with exceptional numeracy skills

Proven experience of working with databases and systems to include both inputting and extracting information

Proficient in Microsoft Office with proven experience of using a variety of software

Ability to work under pressure whilst meeting set targets

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]