



SHANNON PRECISION ENGINEERING
LIMITED



#JOB-2459742



Unit 109, Shannon Industrial Estat, Shannon,
CLARE, V14 RX38



No of positions : 1



Paid Position



40 hours per week



Competitive



23/07/2026



31/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : c.lane@spe.ie



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



Purchasing Co-Ordinator

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

Due to the continuous growth Shannon Precision Engineering Ltd., are currently recruiting for a Purchasing Co-ordinator. This is an exciting opportunity to join one of Ireland's leading Precision Engineering Companies as it embarks on expanding its Procurement Department and continued growth with existing and new blue chip business partners.

Overall Responsibilities:

1. Ensuring systems are updated with accurate PO details, due dates and pricing.
2. Preparing daily, weekly and monthly reports for Internal Departments.
3. Managing incoming calls and emails ensuring they are dealt within an efficient and professional manner.
4. Coordinating between departments in resolving day-to-day administrative and operational problems.
5. Product and supplier databases checks and sign-offs.
6. Maintenance of our product and supplier database.
7. Evaluate offers from vendors and negotiate better prices and research additional potential vendors.
8. Prepare cost analysis.
9. Manage and liaise with suppliers, ensuring delivery of materials are on time to meet ongoing factory demand requirements.
10. Maintain and manage execution of PO's in line with cost and PPV targets.
11. Ensure supplier forecasting is maintained and managed on a consistent basis, providing visibility of long-term requirements to the supply chain.
- 12 Identify opportunities for cost savings for both materials and logistics/freight costs.
- 13 Work with Stores to support inventory accuracy and compliance.
- 14 Manage and Enhance MRP System within ERP
- 15 Ensure that all relevant MRP parameters are reviewed and revised at regular intervals
- 16 Manage all supplier returns and associated activity for credit / resupply

- 17 Ensure procurement responses meet operational requirements
- 18 Ensure business targets of the procurement team are being met;

Requirements:

1. Ensure work is carried out and completed in a controlled, compliant, timely and accurate manner with emphasis on attention to detail.
 2. Ability to meet deadlines and multitask in a fast-paced environment.
 3. Excellent verbal, written and interpersonal communication skills.
 4. Proficient in MS Office (in particular Excel)
 5. ERP Experience.
 6. 3-5 years experience in similar role
 7. Exceptional organisational, analytical and data management skills
 8. Keen interest in learning & professional development.
- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Communications
- **Competency Skills:** Negotiation, Manufacturing
- **Languages:** English C2-Master (Fluent)