



ARKOMAX LIMITED



#JOB-2461018



Unit 17, Northwest Business Park, Dublin 15,
Dublin , D15 DH24



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



31/07/2026



28/08/2026

How to apply

Application Method :

Not available



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



Procurement Officer

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

Procurement Officer required to work at ARKOMAX LTD

Unit 17, Northwest Business Park, Dublin, County Dublin

The successful candidate must hold a third level degree in Procurement, Supply Chain Management, Business, Project Management or a related field, together with previous experience in procurement or purchasing activities.

Duties include:

- Efficient procurement of products and services required for the Company's operational and maintenance activities, including LED lighting, painting materials, flooring products, maintenance equipment and facility supplies;
- Keeping up to date with market trends and evaluating products and services;
- Assessing budgetary limitations, operational needs and customer requirements when determining the quantity, type, range and quality of goods and services to be purchased;
- Identifying, researching and evaluating suppliers;
- Requesting, assessing and comparing quotations, bids and tenders from suppliers;
- Negotiating prices, delivery schedules, payment terms and commercial agreements;
- Assisting in the negotiation and administration of supplier contracts and specifying the goods and services required;
- Ensuring effective contract management;
- Monitoring supplier performance and ensuring compliance with agreed specifications and contractual requirements;
- Developing and maintaining supplier relationships;
- Coordinating procurement of materials, equipment and services for projects;
- Maintaining procurement records, supplier databases and purchasing documentation;
- Preparing procurement and management reports as required;
- Undertaking any other duties appropriate to the position.

Salary: €37,544.00 per annum (€18.05 per hour/ 40 hours per week).

Apply to: Amanda Spies Furtado, at office@arkomax.ie

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]