



Company Details Confidential



#JOB-2464732



40 Princes Street, Cork, Co. Cork, T12 KW28



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



19/08/2026



16/09/2026

How to apply

Application Method :

Not available



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Procurement & Supply Chain 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

Saudade Brasil Market Limited is seeking a Procurement & Supply Chain Officer to coordinate purchasing and supply-chain activities for a Brazilian grocery business operating in Ireland.

The successful candidate will work with suppliers and exporters, coordinate purchasing requirements and quotations, monitor international shipments and liaise with transport and logistics providers.

Responsibilities

- * Manage purchasing requirements and purchasing lists.
- * Obtain and compare supplier quotations.
- * Communicate with Brazilian and international suppliers.
- * Prepare and monitor purchase orders.
- * Coordinate grocery and frozen-food shipments.
- * Liaise with exporters and transport companies.
- * Monitor shipment and delivery schedules.
- * Follow up supply issues.
- * Check procurement invoices and coordinate payment information.
- * Maintain supplier and purchasing records.
- * Assist with supply planning and purchasing-cost analysis.

Requirements

- * At least two years' relevant experience in procurement, purchasing, logistics or supply chain.
- * Experience communicating with suppliers.
- * Experience with purchasing lists and quotations.
- * Experience coordinating deliveries or shipments.
- * Strong organisational skills.

- * Good written and verbal communication skills.
- * Experience with international suppliers/logistics is desirable.
- * Portuguese language skills are desirable due to the company's Brazilian supplier network.

Salary and conditions

€38,000 gross basic salary per annum.

40 hours per week.

Full-time employment.

- **Sector:** accommodation and food service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** No Qualification **OR** Logistic

(Desirable)

- **Ability Skills:** Communications, Sales/Marketing, Skilled Trade(s)
- **Competency Skills:** Negotiation, Networking
- **Driving Licence:** Full: B, W
- **Languages:** English B2-Upper intermediate, Portuguese C2-Master (Fluent)