



Company Details Confidential



#JOB-2465258

DOREENS' BAKERY LTD., Unit 9, Westside



Centre, Model Farm Rd, Cork, Co. Cork, T12
W308



No of positions : 2



Paid Position



39 hours per week



36605.00 Euro Annually



21/08/2026



18/09/2026

How to apply

Application Method :

Not available



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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 Doreen's Bakery Limited, located at Unit 9 Westside Centre Model Farm Rd, Cork Co. Cork T12W308. The applicant must have at least 1 year of professional experience in the position or a similar role. The Procurement Officer is responsible for supporting purchasing activities, ensuring that goods are acquired efficiently, cost-effectively, and in line with company policies. The successful candidate will operate within the Buying Team at Doreen's Bakery Limited, sourcing and managing the flow of key raw materials required for the production of fresh confectionery and bakery products, maintaining supplier relationships, and supporting sourcing initiatives to ensure timely delivery and continuity of supply. Duties include processing purchase orders and requisitions; sourcing and evaluating suppliers and obtaining quotations; monitoring inventory levels and coordinating with relevant departments to forecast demand; ensuring the timely procurement of materials, equipment, and services; maintaining accurate purchasing and supplier records; liaising with suppliers regarding prices, deliveries, availability, and product specifications; ensuring procurement activities comply with company policies and relevant regulations; identifying cost-saving opportunities and supporting process improvements; assisting in resolving procurement-related issues such as delays, shortages, or quality concerns; and preparing reports on purchasing activities, costs, and supplier performance. Annual remuneration: €36,605. Hours of work: 39 hours per week. To apply, please send your CV by email to Doreen at doreensbakery@gmail.com.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]