



M.H.L. EVENT MANAGEMENT LTD Fire

Restaurant & Lounge



#JOB-2471205



Dawson Street, Dublin 2, D02 XK40



No of positions : 1



Paid Position



42 hours per week



42000.00 Euro Annually



21/09/2026



19/10/2026

How to apply

Application Method :

Not available



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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

Name of employer: M.H.L. Event Management Limited T/A Fire Steakhouse and Bar Description of employment: Job Title Procurement Officer, Responsible for coordinating the day-to-day procurement requirements of restaurant, ensuring that restaurant has the right products, at the right quality, price and time. Working closely with the restaurant teams, chefs, suppliers, finance and management, you will help maintain efficient purchasing processes, strong supplier relationships and effective cost control. This is a hands-on role suited to someone who enjoys working in a fast-paced hospitality environment and has excellent attention to detail. Coordinate purchasing and stock requirements across restaurant, ensuring products are sourced at the right quality, specification, price and time. Manage purchase orders, supplier quotations, pricing and deliveries, maintaining accurate procurement and supplier records. Build and maintain strong supplier relationships, managing availability, lead times, quality issues, discrepancies and supplier performance. Support supplier negotiations, regular pricing reviews and the onboarding of new suppliers. Monitor purchasing spend, pricing and variances, identifying opportunities to reduce costs, minimise waste and improve purchasing efficiency without compromising quality. Work closely with the Head Chefs, Restaurant Directors, Finance and restaurant teams to ensure operational and menu requirements are met. Coordinate deliveries and proactively manage any potential supply issues or shortages. Support menu changes, new product launches and seasonal purchasing requirements. Maintain product specifications and approved supplier lists, ensuring procurement processes meet the group's quality, sustainability and operational standards. Assist with procurement reporting and resolve purchasing and invoice discrepancies with Finance. Organise and undertake the buying of raw materials, equipment and products. Attends trade fairs, shows and demonstrations to research new product lines and suppliers and checks catalogues. Keeps up with market trends and chooses products/services accordingly. Assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought. Assesses suppliers, finds suppliers and negotiates prices. Helps negotiate contract with supplier and specifies details of goods or services required. Looks at ways to improve supply networks, and presents new ideas to senior management team. Ensures that delivered items comply with order, monitors quality of

incoming goods and returns unsatisfactory or faulty items, monitors performance and makes sure targets are met. Maintains records and prepares reports as necessary. Minimum annual remuneration €42000 per year. Location of employment: Dawson Street, Dublin 2 D02XK40 Hours of work: 42 hours per week.

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

Career Level

- Experienced [Non-Managerial]