



Glanua



#JOB-2471364



Navan, Co. Meath,



No of positions : 1



Paid Position



39 hours per week



Negotiable



22/09/2026



20/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



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



Construction - Procurement Technician

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

The main duties and responsibilities of the Procurement Technician are outlined as follows:

Support the purchasing function within Glanua Industrial business

Effect the preparation and processing of requisitions and purchase orders.

Support allocated construction sites to efficiently and effectively procure materials and services.

Maintain procurement records including items or services purchased so to support the effective P2P within projects – Purchase orders, Goods receipts and managing any invoicing issues.

Where requested by project teams communicate with vendors to obtain product or service information such as price, availability, and order acknowledgement with delivery time.

Where requested review and compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.

Support contract management and supplier performance tracking.

Ensure compliance with organizational and legal procurement policies and purchasing procedures.

Work with internal teams (inventory, finance, operations HSQE) to ensure accurate supply levels and procurement planning and vendor compliance

Monitor and update procurement databases, vendor information, and catalogues.

Knowledge, Skills and Experience:

The main knowledge, skills and experience required of the Procurement Technician are outlined as follows:

High school diploma or equivalent required; Associate's or Bachelor's degree in Business, Supply Chain Management, or a related field preferred.

1–3 years of experience in a procurement or supply chain support role desirable

Knowledge of procurement practices, sourcing techniques, and supply chain fundamentals desirable.

Proficiency in Microsoft Office Suite (especially Excel); experience with ERP or procurement software is required with SAP beneficial

Strong attention to detail and organizational skills.

Good communication and stakeholder management

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** High school diploma or equivalent required; Associate's or Bachelor's degree in Business, Supply Chain Management, or a related field preferred.

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative