



CIRCLE K IRELAND LIMITED



#JOB-2472325



Circle K Support Office, Dublin 4,



No of positions : 1



Paid Position



39 hours per week



Competitive



28/09/2026



26/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



Senior Specialist, Convenience Support, Master Data & Supply Chain - Circle K

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

This is an exciting opportunity to play a pivotal role in maintaining the integrity of our product master data, supporting category growth, driving supply chain performance, and ensuring our stores have the right products available for our customers at the right time.

Responsibilities:

Master Data Excellence

Own and maintain the integrity and accuracy of product master data across multiple business systems, including JDE, Octane, RELEX, Mashgin and future NGRP platforms.

Lead master data governance initiatives, process improvements and automation opportunities.

Manage new item creation, product changes and promotional set-up processes.

Ensure all relevant systems are updated accurately and in line with agreed timelines.

Act as the subject matter expert for convenience product master data.

Promotions, Pricing & Commercial Support

Manage the end-to-end promotion cycle process, including system setup, testing, POS sign-off and performance reporting.

Partner with Category Managers to implement new products and pricing changes effectively.

Support the delivery of key sales and margin objectives through data accuracy and governance.

Project manage all new processes related to Promotions and Pricing initiatives.

Act as the primary point of contact for troubleshooting convenience item and promotional issues.

Supply Chain & Logistics

Lead weekly performance review meetings with our supply chain partner.

Monitor and report on key supply chain performance metrics and KPIs.

Support Category, Finance and Marketing teams with margin, inventory and supply chain queries.

Project manage supplier integrations and network rollouts within RELEX.

Drive continuous improvement initiatives to optimise availability and operational performance.

Act as a RELEX Subject Matter Expert, supporting assortment management and availability across the business.

Process Improvement & Governance

Develop and maintain Standard Operating Procedures (SOPs), process documentation and training materials.

Identify opportunities to improve data quality, operational efficiency and business processes.

Lead or participate in projects that support the evolution of our Master Data and Supply Chain capabilities.

Experience & Skills

You will ideally have:

A degree in Business, Supply Chain, Data Management or a related discipline.

3 to 5 years' experience in a Master Data, Supply Chain, Category Support, Retail Operations or similar role.

Experience working with ERP systems and business applications.

Strong analytical and problem-solving capabilities with excellent attention to detail.

Experience working with large data sets, business processes and system integrations.

Advanced Microsoft Office skills, particularly Excel.

Experience with JD Edwards, RELEX or similar retail systems would be a significant advantage.

Strong project management and stakeholder management skills.

The ability to work effectively in a fast-paced, dynamic retail environment.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]