

## **Purchasing Administrator – Galway**

### **The Position**

- Ordering goods in line with requirements.
- Reporting on back orders.
- Monitoring and managing out of date goods.
- Liaising with suppliers in respect to deliveries.
- Management of a supplier portfolio.
- Managing overall stock targets
- Sourcing new suppliers as required.
- Monitor supplier performance in terms of overall service and delivery.
- Provide update to sales teams as required.
- Meeting with suppliers to agree targets.
- Other ad-hoc duties.

### **Target Profile**

- Experience as a Purchasing Officer – must have at least 2 years experience in a similar role.
- A flexible attitude to work, focused, detail oriented
- Strong administration skills – organised.
- Assertive personality, with excellent communication and negotiation skills.
- Good analytical and problem solving abilities.

**For a confidential discussion, please contact Brenda Flynn on +353 906480600.**