

Job Advertisement

Job title:	Procurement Officer
Department:	Assets & Facilities
Reporting to:	Procurement Manager
Salary:	€46,469
Hours:	Full-Time
Location:	Dublin or Kildare or Louth

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The Procurement Officer looks after the delivery of effective procurement operations across the organisation, ensuring compliance, value for money, and strong supplier performance. The role contributes to procurement strategy, contract management, market analysis, and supports colleagues across the organisation to ensure high-quality, timely, and cost-effective procurement outcomes.

Responsibilities

Procurement Strategy & Planning

- Contribute and implement effective procurement strategies aligned with the organisation's goals and objectives.
- Conduct market analysis to identify new opportunities for cost savings and process improvements.
- Carry out procurement market research of contractors
- Forecast procurement needs and manage procurement planning to ensure timely delivery of goods and services.
- Deliver a responsive, high quality, commercial and customer focused procurement service.
- Participate in organisational projects.

Supplier & Contract Management:

- Identify, evaluate, and manage relationships with suppliers to support the provision of quality products and services.
- Engage with suppliers to secure the best possible outcomes for the organisation.

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- Monitor supplier performance and conduct regular assessments to ensure compliance with contract terms and quality standards.
- Ability to perform a buying function within the role as and when required.

Compliance & Governance

- Adherence to all procurement policies & procedures.
- Support organisational audits.
- Maintain accurate and up-to-date records of procurement activities and contracts.
- Implement strategies to manage procurement risk.
- Administer the delivery of contracts in compliance with all statutory and regulatory requirements.
- Use platforms such as E-tenders and HSE Pace to support the organisational procurement objectives or similar.

Cost & Value Management

- Identify opportunities for cost reduction and value enhancement in the procurement process.
- Implement cost-saving initiatives without compromising on quality and service levels.
- Assist and support with the identification of waste and opportunities to eliminate waste.

Reporting and Analysis

- Prepare and present regular reports on procurement activities, performance metrics, and cost savings.
- Conduct data analysis to identify trends, risks, and opportunities for improvement in procurement processes.

General Duties

- Provide monthly reporting on key areas of works ensuring reports are accurate and concise.
- Contribute to the on-going activities of the Asset & Facilities team.
- Undertake any other agreed duties to ensure the provision of services.

Personal Attributes

- Hands-on and proactive, with a willingness to take an active role in day-to-day tasks.
- Adaptable, reliable, and comfortable working in a fast-paced, evolving environment.
- Strong problem-solving ability and sound judgement.
- A collaborative team player who builds positive working relationships across the organisation.
- Tenacious, resilient, and capable of professionally handling conflict or challenging situations.
- High attention to detail and commitment to accuracy.
- Demonstrates integrity, professionalism, and alignment with the ethos and values of the Peter McVerry Trust.

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Experience required

Key Skills & Knowledge	Essential	Desirable
<i>Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.</i>		
Minimum of Degree (at level 7 of NFQ) in Procurement/Supply chain/Business with 2 years work experience, relevant to the role. Or Certificate or other qualification (at level 6 of NFQ) in Procurement/Supply chain/Business with 4 years work experience, relevant to the role.	✓	
Strong arithmetical, financial control and budget management skills.	✓	
Experience of scheduling, planning orders and deliveries.	✓	
Experience with SRM (supplier relationship management)	✓	
Experience managing internal clients	✓	
Proficiency in Microsoft Office Suite	✓	
Proficiency in Excel	✓	
Ability to work accurately / attention to detail.	✓	
Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives	✓	
Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff	✓	
Willingness to undertake further professional development	✓	
Commitment to the ethos and values of Peter McVerry Trust	✓	
Full driving licence and use of car.	✓	
Relevant Professional Membership accreditation (e.g. CIPS, CPSM, SCSi, etc.)		✓
Proven track record of developing and implementing successful procurement strategies.		✓
Experience working in a social housing environment.		✓
Experience of Public Procurement.		✓
Experience of E-tenders.		✓

The Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

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Benefits

- 23 annual leave days
- EAP Programme
- Cycle to work scheme

Other information

- Confidentiality: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- Equal Opportunities: To implement Equal Opportunities into your daily practice at all times
- Health and Safety: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.
- Child Protection: Follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

How to apply

To apply, please download the application form available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie.

Closing Date for Applications: Friday, 3rd April 2026

Peter McVerry Trust is an Equal Opportunity Employer.

Registration Number 412953 | Charity Number CHY7256

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