



Unit K South City Business Park
Whitestown Way
Tallaght
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(0)1 463 3900

info@moymaterials.com
www.moymaterials.com

Job Description

Job Title: Junior Procurement Specialist

Department: Operations

Company: Moy Materials Ltd.

Reporting to: Planning Procurement Manager

Location: Dublin, Ireland

Created: December 2024

About Us:

Moy is a leading supplier of high-performance roof waterproofing systems. Headquarters in Dublin with bases in the UK and Europe our innovative, waterproofing solutions and our unparalleled technical support has earned MOY a raft of high-profile clients across the globe and place us at the forefront of this dynamic and competitive industry. As an SME with a dynamic team, we prioritise collaboration, excellence, and continuous improvement in all aspects of our operations.

Role Purpose:

The Junior Procurement Specialist is responsible for the procurement of goods and services required by the company. This includes sourcing suppliers, negotiating contracts, and ensuring timely and cost-effective purchasing while maintaining high-quality standards. The role plays a critical part in maintaining smooth operations and supporting the company's overall objectives.

Key Duties and Responsibilities:

1. Procurement Operations:

- Source and purchase materials, equipment, and services in line with company policies and budget.
- Evaluate and select suppliers based on quality, cost, and delivery reliability.
- Manage purchase orders from creation to delivery, ensuring timely and accurate fulfilment.

2. Supplier Management:

- Build and maintain strong relationships with suppliers and vendors.
- Conduct regular evaluations of supplier performance and resolve any issues.

3. Inventory and Stock Control:

- Monitor stock levels and forecast future needs to prevent shortages or overstocking.
- Coordinate with warehouse and logistics teams to ensure efficient inventory management.
- Perform regular audits of inventory and maintain accurate records.

4. Cost Management:

- Identify cost-saving opportunities without compromising quality or service.
- Monitor market trends and prices to stay competitive.
- Report on procurement activities and savings achieved.

5. Compliance and Documentation:

- Ensure procurement activities comply with company policies, legal requirements, and industry standards.
- Maintain accurate and complete records of purchases, pricing, and supplier agreements.
- Prepare and present reports on procurement activities and performance

Directors: C. Quinn, B. Conroy

Registered In Dublin: Vat No. IE9Y70163M / Reg No. 59468



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metrics.

6. **Cross-Functional Collaboration:**

- Work closely with other departments such as Finance, Operations, and Technical to understand purchasing needs.
- Provide support during budgeting and forecasting processes.
- Assist in resolving any procurement-related issues that may impact operations.

You will be required to be flexible in this position and must be prepared to undertake such other work as may be assigned to you by the Company from time to time.

Skills:

- **Analytical Thinking:** Ability to analyse data and supplier proposals to make informed decisions.
- **Negotiation Skills:** Strong negotiation skills to secure the best terms with suppliers.
- **Attention to Detail:** Ensure accuracy in documentation and inventory management.
- **Communication Skills:** Excellent verbal and written communication skills for liaising with suppliers and internal teams.
- **Organisational Skills:** Ability to prioritise tasks and manage multiple responsibilities efficiently.
- **Problem-Solving:** Quick and effective resolution of procurement-related challenges.

How to Apply:

Interested candidates should submit their CV, cover letter, and references to Andrew.fitzgerald@moymaterials.com.

Please include "Junior Procurement Specialist Application - [Your Name]" in the subject line.