



With more than 30 years' experience Quinn Piling Limited have become one of Ireland's leading geotechnical solution companies. With current projects in Northern Ireland, Republic of Ireland and throughout the UK we are seeking to recruit the following:

## **BUYER / ADMIN Officer**

---

### **PURPOSE OF THE ROLE**

Reporting to the Office Manager you will provide a robust procurement system which will involve dealing and negotiating with suppliers, agreeing and checking prices, placing orders and communicating with contract managers and senior site staff to ensure optimum quality and price is being achieved at all times. You will also assist with the day to day admin function of the office, which will include document control.

---

### **JOB DESCRIPTION**

- Communicating and negotiating with new and existing suppliers.
- Placing orders with suppliers.
- Maintain database and other records relating to procurement.
- Assessing and fulfilling the procurement needs of ongoing and upcoming projects, for sites, workshop and office.
- Work closely with contract management and senior site staff on projects to ensure optimum quality and prices for supplies.
- Responding to supplier enquiries and requests.
- Preparing monthly management reports
- Document control relating to procurement and general site activities.
- Assisting with the day to day administration function of the office

*Salary is negotiable, and dependent upon experience.* Hours of work are 35 per week.

---



## BUYER / ADMIN Officer contd...

---

### PERSON SPECIFICATION

#### Desirable

- Experience in a buyer/procurement role managing, developing and negotiating with existing and new suppliers. Or can demonstrate a flair for this type of work.
- Minimum 2 years' experience in office administration.
- Experience using database management systems.
- Experience in Purchase Ledger
- Preparing monthly reports for management.
- Excellent Microsoft Word and Excel skills.
- Excellent interpersonal, oral and written communication skills.

*The above must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties/responsibilities that you will be required to undertake. You are expected to carry out other duties from time to time which are broadly consistent with those in this job description.*

---

#### To Apply

To apply please email a CV demonstrating how you meet the criteria to:

e: [kieran@mcmahonps.com](mailto:kieran@mcmahonps.com) or by post to:

Quinn Piling Ltd, 15 Enterprise Avenue, Down Business Park, Downpatrick, Co Down, BT30 9UP

By 12 noon Monday 6 March 2017

*Please note the Company reserves the right to enhance the criteria at shortlisting stage.*

Quinn Piling is an equal opportunities employer

---