



Role: Purchasing Administration

Job Ref.: GA-22-149

No. of Hires: 1 No.

Required by: Immediately

Area: Procurement

Location: Ireland - Loughrea

Duration: Permanent following 6-month probationary period or extension thereof

Salary: Competitive

About Glan Agua

Glan Agua is an industry leader in providing innovative and sustainable engineering solutions to design, build, operate and maintain critical water and wastewater infrastructure across Ireland and the UK. We are a trusted provider to the municipal and industrial sector where our clients include Ireland and the UK's largest water utilities, Uisce Éireann (formally Irish Water), Thames Water, Yorkshire Water and Affinity Water.

Glan Agua is passionate about solving today's environmental challenges and delivering a decarbonised and sustainable world. We know that to build successful creative teams we need a diverse workforce that can deliver new innovative ways of thinking. We provide an environment where you will have the freedom to develop and grow to your full potential. We champion our core values and uphold the highest standards of Safety and Well-being, Innovation, Integrity, Collaboration, Courage, Agility, Accountability, Diversity and Inclusion in everything we do.

We have a talented team of 300 people across Ireland and the UK and are rapidly expanding our workforce across several disciplines to meet our ambitious growth plans.

The Role:

As Purchasing Administrator, you will be part of a business support team while actively contributing to your own skills and experience. Your role will be key in supporting the business's direct procurement requirements. You will contribute to the procurement process by engaging with our supply chain and obtain more cost-effective quotes for our production teams and other business support units' requirements. You will report on an ongoing basis to the Procurement Manager.

Glan Agua is a progressive company that always seeks to develop its employees. When you demonstrate aptitude and interest in furthering your career within the organisation, training and promotion will always be available to you.

Main Duties and Responsibilities:

The main duties and responsibilities of the Procurement Administrator are outlined as follows:

- General purchasing of goods, plants and services and hiring of general machinery
- Uploading all transactions to SAP system
- Place orders with assigned suppliers at regular intervals
- Improve and maintain the company's procurement systems and databases
- Filtering information from the system in order to tailor reports and tables
- Following the company SOPs and recommendations from the management
- Reporting to the manager as required
- Liaising with suppliers

- Training onsite staff
- Liaising with our insurance broker concerning the validity of subcontractors and service providers PL and EL insurances
- Other duties as required from time to time

Knowledge, Skills and Experience:

The main knowledge, skills and experience required of the Procurement Administrator are outlined as follows:

- Graduate level 'Buyer', IIPMM Qualification
- Minimum of a year's professional experience in a purchasing role
- Excellent knowledge of SAP transactions (as a minimum)
- Proficiency in MS Office (mainly Excel)
- Exceptional organisational and administrative skills
- Understanding of contractual legal terms and conditions
- Ability to handle several ongoing projects and to work under pressure
- Good communication and interpersonal skills are essential

What we offer you:

- The opportunity to join an ambitious and growing organisation.
- Monday to Friday working week finishing early on Fridays.
- 22 days annual leave plus 10 bank holidays.
- Competitive base salary with annual salary reviews.
- Healthcare and pension after 2 years of service.
- A company laptop.
- Access to EAP – 24/7 365 days confidential employee counselling service, free to avail for employees and their families.

How to Apply:

To apply for a position please send CV and cover letter to recruitment@glanagua.com quoting the job reference number (as per head of job description) in the title of the email.

Alternatively apply by post to Talent Manager, Railway House, Station Road, Loughrea, Co Galway, H62 VN56. As with application by email please quote job reference number in the title of the letter.

Glan Agua Limited is an equal opportunities employer.