



Role: Supply Chain Administrator & Document Controller

Job Ref.: GA-22-50

No. of Hires: 1 No.

Required by: Immediately

Area: Support Services & Project Delivery

Location: Head Office, Galway

Duration: Permanent, following a 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.

Role particulars:

You will work closely with our Production and HSQE Teams, and report to your line manager. As Supply Chain Administrator & Document Controller, you will support the day-to-day activities of the company's Production & HSQE Team by liaising with our Supply Chain Partners. You will liaise with staff at company wide level to ensure that our supply chain are appropriately vetted and adhere to our ISO requirements.

This is a fantastic opportunity for someone to progress in their career or who are interested in gaining an understanding of the ISO Standards. This may also suit an individual who is looking to return to work or work on a part-time basis.

Glan Agua is a progressive company that always seeks to develop its employees. Demonstration of aptitude and interest in furthering one's career within the organisation will be rewarded with training and promotion opportunities.

Main duties and responsibilities:

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

- Perform the role of liaison person between the site teams, procurement, subcontractors, suppliers and our Insurance Brokers. The SCA will require the ability to engage with persons at all levels within the Organisation and Suppliers/Subcontractors.
- To act as the main point of contact during the Supply Chain vetting process for Ireland and the UK and communicate efficiently and fairly with all

- Ensure all vetting is carried out in accordance with the company procedures and making recommendations on improving the process within the Organisation to ensure we are able to adapt to our growing needs.
- To provide training to personnel in relation to the process within the organisation as part of the company onboarding process and an ongoing basis with our site teams as the need arises.
- Ensure the minimum requirements under our procedure are adhered to.
- To support all members and employees regarding best practices.
- Provide weekly reports on the vetting process to the HSQE Director
- Coordinating a high volume of activity and multitasking various projects and personnel.
- Good numeracy, negotiation and influencing skills.
- Understanding and appreciation of the dynamics of the insurance system.
- Ongoing review and approval of our Supply Chain to ensure the information is in date and maintained.
- Following and improving document control procedures.
- Ensuring all documentation meets formal requirements and required standards. A good understanding of Microsoft Excel is required for the role.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.

Qualifications, skills, experience and behavioural attitudes:

The primary competencies required of the Supply Chain Administrator & Document Controller are outlined as follows:

- A relevant 3rd level education or office administration course
- Experience of establishing strong working relationships with colleagues and supply chain
- High level administrative and organisation skills and attention to detail
- Highly proficient in written and spoken English
- Highly proficient in Microsoft Excel or a willingness to learn.

What we offer you:

- The opportunity to join an ambitious and growing organisation
- The opportunity to reach chartered status with prestigious institutes (e.g. CIWEM)
- Monday to Friday working week (finishing early on Friday)
- 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 and phone
- 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.