



PROCUREMENT MANAGER
SHANNON GROUP PLC [REF SG 08/2022]
Permanent Contract



Role Purpose

An opportunity has arisen for a Public Procurement Manager to manage the delivery of purchasing and procurement services to Shannon Group companies.

The overall purpose of this role is to develop and deliver an expert end-to-end procurement service to the business units. An experienced public procurement professional, the successful candidate will report to the Head of Procurement and will work on procurement projects across Shannon Group.

This position will be based at Shannon Group head offices at Shannon Airport.



Key Areas of Responsibility

- Lead contract negotiations to ensure the integrity of the tendering and procurement processes for supply and service contracts, and to foster best supplier relationships within an appropriate legal framework.
- Ensure compliance with EU, National and internal procurement policies, and procedures.
- Manage the sourcing process, including tender specification review, tendering and negotiation strategies, tender pack preparation, advertising on both eTender website and European Journal, tender evaluation, including issue of letters of regret and intent, standstill letters and acceptance.
- Support the Head of Procurement in achieving strategic group procurement goals including efficient processes and value for money and economies of scale where appropriate.
- Manage the supply chain from project inception to contract placement including supplier selection and development of key supplier relations.
- Work with the Head of Procurement to continually improve the procurement function across the Shannon Group companies through development and refinement of procurement processes, service level agreements, policies, and procedures in accordance with industry best practice.

- Deliver value for money for Shannon Group through the sourcing process while maintaining compliance and improved customer service.
- Operate as a Buyer in the purchasing systems from supplier set up, creation of purchase orders and assisting business units to order through the company purchasing systems.
- Provide business units with a focal point for sourcing and procuring of goods, services and works by communicating with the relevant business units and management.
- Work closely with the Finance teams to ensure that all financial statutory requirements are being reflected in supplier selection.
- Continual review of existing contracts and drive the tender processes required to meet contract end dates.



Qualifications, Skills and Experience

The candidate should have

- A minimum of 3 years' experience of tendering and buyer functions within a Public Sector organisation.
- An in-depth, working knowledge of the public sector procurement policies and demonstrable experience in conducting public procurement competitions at national and EU levels.
- Hold a public procurement qualification of Level 6 or above would be desirable.
- Excellent understanding of contractual legal terms and conditions.
- Process-oriented with analytical skills and creative problem-solving capabilities with high level of attention to detail.
- Excellent written and verbal communication skills.
- Demonstrate a proactive approach that is results focused.
- Self-starter with the ability to work on own initiative.
- Excellent ICT skills and experience in the use of company purchasing systems.
- Administration and/or Accounts experience will be an advantage for an interested candidate.

Applications in the form of a cover letter and current CV (MS Word or pdf) should be sent to: recruitment@shannongroup.ie not later than **12 noon on Friday, 8th July 2022.**