

Procurement & Supply Chain Management Graduate

Position Type: Permanent
Location: Dublin, Ireland
Category: Procurement
Reference: XXXX

Overview

The Opportunity

Get started on an exciting and meaningful career path, working on innovative, challenging projects and learning from industry experts as part of PM Group's world leading multi-discipline team.

Who are PM Group?

PM Group is a leading International engineering, architecture, project and construction management firm. With a network of offices in Europe, Asia and the US and a multi-discipline team of 3,200 people, we deliver complex, capital projects in the life sciences, food and beverages, mission critical/ICT, advanced manufacturing, energy and environmental sectors. We are 100% employee owned so work together to make our company successful.

Responsibilities

As a Procurement and Supply Chain Management Graduate you will support and assist the Procurement Team in their duties and to carry out procurement and general department duties. Your day to day role would involve, but would not be limited to the following activities:

- Pre-qualification of Vendors
- Procurement & Tendering
- Expediting of Vendor information
- Expediting of Vendor equipment
- Preparing and updating Procurement Status Reports
- Other duties as directed by the Procurement Manager

Qualifications

- Primary Honours / Bachelor Degree (Level) in Business / Construction / Engineering or related discipline
- Post Graduate Qualification in Procurement would be an advantage
- Proficiency in software e.g.:- Procurement platforms as well as MS Word, PowerPoint and Excel.
- Good verbal and written communications skills and the ability to work in a vibrant multi discipline design environment,

- Strong work ethic and the ability to produce accurate work to strict project deadlines.

What are we offering?

An exciting and meaningful career path, working on innovative, challenging projects and learning from industry experts as part of PM Group's world leading multi-discipline team. PM Group's structured Graduate Programme will help you to reach your full potential. As a participant you will have varied and diverse work experiences on office and site based assignments. Our Graduate Programme includes on the job coaching, mentoring, formal learning modules and support for professional status.

We offer a competitive salary with opportunities to travel and gain a variety of experiences.

How to apply:

Please apply via the link below.

<https://www.pmgroupprojects.com/careers/graduates-and-interns/> and search Procurement Graduate