

<b>Job Title:</b>	Procurement Executive
<b>Grade:</b>	Level D
<b>Department:</b>	Risk & Procurement
<b>Division:</b>	Business Operations
<b>Reporting To:</b>	Procurement Manager
<b>Location:</b>	East Point, Dublin
<b>Job Reference:</b>	<b>EI.127.25E</b>

## Background

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy. Our forthcoming strategy, for the period 2025-2029, will focus on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

## Role Purpose

The successful candidate will play a key role in supporting Enterprise Ireland in the management of its procurement activities. The person appointed will be a key member of the Procurement team, providing professional advice and support in the development and management of Enterprise Ireland's tenders and take responsibility for a range of Oracle Purchasing categories within the department. He/she will facilitate varied procurement needs, manage competing priorities and promote procurement best practice within the organisation.

## Key Deliverables

- Manage the full tender process for projects assigned, ensuring that they are conducted in line with Enterprise Ireland's procurement policies and in compliance with existing legislation and EU Directives.
- Advise internal contract owners on potential procurement options and the selection of the most appropriate procurement route.
- Support tender preparation by clarifying scoping options, identifying alternatives and making suggestions to ensure objectives are met.
- Provide advice and support for all procurement processes from advertisement, development of documentation, evaluation, contract award, communication of decisions to tenderers and contract management processes.
- Support the procurement manager on strategic and complex projects.
- Fully utilise and operate e-procurement tools available through [www.e-tenders.gov.ie](http://www.e-tenders.gov.ie)
- Work with a number of external service providers as required for the effective delivery of procurement tender processes.

- Work with the procurement manager and other procurement staff in the development of procurement strategy, policy and procedures and an awareness of procurement discipline within the organisation.
- Support the procurement manager in the development and maintenance of appropriate systems of internal control to enable the procurement department to operate efficiently and ethically.
- Develop and maintain relationships both internally with all staff and externally with key stakeholders to ensure the smooth operation of the procurement department.
- Attend meetings on behalf of the procurement manager, when required, and represent Enterprise Ireland at external procurement events.
- Deal promptly and efficiently with queries from internal and external clients
- Regularly research and monitor industry trends and legislative change in order to continuously drive procurement best practice.
- Willingness and ability to continually upskill and maintain professional knowledge and expertise in the procurement field on an ongoing basis.
- Willingness to support the wider Procurement team and take on other tasks as may be assigned from time to time.

#### **Functional Competencies (Key Skills and Knowledge)**

- Significant demonstrable experience of working in a Procurement function role is essential
- Demonstrable experience of public sector tender management is essential.
- Knowledge and understanding of public sector procurement regulations and EU procurement directives is essential.
- Knowledge and understanding of the role of the Office of Government Procurement (OGP) and the potential to leverage policies, frameworks and tools to enhance Enterprise Ireland's procurement processes and outcomes is essential.
- Excellent interpersonal skills including the ability to communicate effectively and work collaboratively with both internal stakeholders and external services providers and other stakeholders as appropriate is essential.
- Demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, and Excel), coupled with experience of using procurement modules of large applications e.g. Oracle is essential.
- Working knowledge of the government e-tenders website.
- A methodical, well-organised approach to work, balancing the needs of managing a range of projects, multiple demands and competing priorities to tight deadlines.
- The ability to learn quickly and work under pressure while maintaining a high level of accuracy and detail.
- A good understanding of the role of procurement in public sector organisations such as Enterprise Ireland and of the techniques used to deal with public sector procurement requirements would be an advantage.
- Excellent oral and written English communication skills.
- Ability to work on own initiative and as part of a team.
- A relevant 3<sup>rd</sup> level qualification is desirable.

## **Enterprise Ireland Behavioural Competencies**

### **Results Focused**

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

### **Innovation and Risk-Taking**

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

### **Problem Solving and Decision-Making**

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

### **Client Focused**

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

### **Communicating with Impact to Influence Others**

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

### **Teamworking**

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

### **Embracing & Leading Change**

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

**Networking** Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

### **Acting / Leading with Integrity**

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

### **Developing Yourself & Others**

Creates an environment that enables you and others to excel in terms of job performance.

### **Salary scale**

**€52,026 - €74,725 per annum contributory superannuation**

Rising to €76,521 by long service increments

**€49,701 - €71,098 per annum non-contributory superannuation**

Rising to €72,804 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

\*Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. \*\*

### **Application and selection process**

The selection process may include short-listing of candidates. The selection criteria will be based on the essential requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages – template attached) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.127.25E** to [HRConnect@enterprise-ireland.com](mailto:HRConnect@enterprise-ireland.com) to be received on or before **Friday 12<sup>th</sup> September 2025**.

***N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [HRConnect@enterprise-ireland.com](mailto:HRConnect@enterprise-ireland.com).***

**ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON 27<sup>th</sup> AUGUST 2025.**

**Enterprise Ireland is an equal opportunities employer**

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