

Job Title: Tendering & Procurement Administrator (Coftec)

Position & Duties:

Coftec have an immediate requirement for a Tendering & Procurement Administrator to join our design team working on major water and wastewater treatment design and build projects.

Reporting to the Design, Products and Proposals Manager, the tendering & procurement administrator is responsible for coordinating tender submissions, supporting procurement activities, placing and managing purchase orders, and maintaining accurate inventory records.

The role ensures compliant and timely tender responses, efficient purchasing processes, and effective stock control to support operational and project requirements.

Key Responsibilities include:

- Assist with preparation and compilation of tender submissions and supporting documents.
- Ensure compliance with tender specifications, deadlines, and submission procedures.
- Maintain tender registers and document control systems.
- Track tender outcomes and maintain records.
- Support procurement activities.
- Source quotations and liaise with suppliers to obtain competitive pricing.
- Raise, issue, and manage purchase orders.
- Monitor order progress and ensure timely delivery of goods and services.
- Resolve discrepancies between purchase orders, delivery notes, and supplier invoices.
- Maintain supplier records and procurement documentation.
- Monitor and maintain inventory levels to support operational requirements.
- Coordinate the receipt, storage, and distribution of materials and equipment.
- Conduct regular stock counts and inventory reconciliations.
- Identify replenishment requirements and coordinate stock ordering.
- Maintain accurate inventory records and reporting.
- Administration of HSQE documents.

Competencies

- **Autonomy:** Works to clear instructions under supervision; escalates issues.
- **Impact and Accountability:** Delivers assigned tasks accurately; accountable for own outputs.
- **Innovation, Complexity & Decision-Making:** Solves routine problems using procedures; seeks help for non-standard issues.
- **Communication and Influence:** Communicates clearly with immediate team; listens and asks questions.
- **Leadership & Talent Management:** Takes ownership of development; seeks feedback; contributes positively to team.
- **Coffey Values Demonstration:** Demonstrates Coffey values in day-to-day behaviour; acts with integrity.
- **Knowledge & Experience:** Applies foundational knowledge; learns tools, processes and standards.

Required Experience and Qualifications:

- NFQ Level 6 qualification (or higher) in Business Studies, Supply Chain Management, Procurement, Logistics, Project Management, Engineering or a related discipline (Note: Relevant experience in tender administration, and procurement support may be considered in lieu of formal qualifications)
- Experience in tendering, procurement, or inventory management.
- Knowledge of purchase order processing and stock control procedures.
- High attention to detail and accuracy.
- Proficient in Microsoft Office, particularly Excel.
- Ability to manage multiple priorities and work to strict deadlines.
- Experience with ERP, procurement, or inventory systems advantageous.
- Knowledge of procurement portals & tender submission platform advantageous
- Valid work permit and authorised to work in Ireland.

Job Level

- Level 1

Work Arrangement

- Office-Based (Athenry Co. Galway).