

## Junior Buyer

Unit 7, Loughway Business Park, Warrenpoint Road,  
recruitment@mcguinnessmechanical.ie  
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### Job Summary

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Vacancy :

Deadline : Oct 31, 2024

Published : May 08, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### Job Purpose:

MGME are recruiting for a Junior Buyer to join our Procurement team. This role will support our purchasing team to ensure timely, cost-effective, and high-quality procurement aligned with project and production requirements.

### Duties and Responsibilities:

- Assist with sourcing, negotiating, and procuring materials for all MGME projects.
- Raise purchase orders, monitor order statuses, and manage lead times to meet production schedules.
- Liaise with MGME suppliers and coordinate logistics to ensure on-time delivery of materials.
- Handle basic queries and updates regarding order status, delivery schedules, and stock availability.
- Assist in maintaining inventory records, ensuring stock levels are accurate and identifying the need for stock replenishment.
- Maintain accurate procurement records and assist in the preparation of reports on purchasing activities, supplier performance, and budget adherence.
- Support the team in obtaining quotes, performing price comparisons, and evaluating the most cost-effective purchasing options.
- Assist in reviewing contracts and purchase agreements with suppliers to ensure terms and conditions are adhered to.
- Track all orders and liaise with suppliers to resolve any issues related to delays, shortages, or discrepancies.
- Provide administrative support to the purchasing team, including filing, data entry, and coordinating between internal departments (e.g., pre-con, accounts).
- **Any other duties as requested or required by the Senior Management Team.**

### Person Specification:

- Previous experience in an administrative or purchasing role would be an advantage but not essential.
- Experience in the Construction, Mechanical, or similar industries would be a desirable but not essential.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) would be essential for the ideal candidate.
- Strong organisational and time management skills.
- Attention to detail and ability to solve problems.
- Effective communication skills, both written and verbal.
- Experience using purchasing or procurement software (e.g., Sage, or similar) is desirable but not essential.

### Employee Benefits:

- Competitive salary
- Company pension
- 28 + days annual leave
- Early finish on Fridays
- Active social and charity calendar

This is a permanent (full time or part time depending on the suitable candidate) opportunity based at our Newry HQ. It is an excellent opportunity for a candidate who wants to gain experience within a progressive and dynamic company to further their career.

**Education & Experience** Job Types: Full-time, Part-time, Permanent

Expected hours: 30 – 40 per week

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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