

Position: Procurement Assistant
Department: Procurement
Contract Type: Permanent
Salary: Depending on experience
Location: Dublin HQ

About Fortus

We're incredibly proud to be Europe's fastest-growing security distributor, and we're just getting started! Our branch network now stretches across the UK, Ireland, and the Netherlands.

We provide high value add solutions to our installation partners across our CCTV, Fire, Access, Intruder, Gate Automation and Monitoring divisions.

We work as a valued partner with some of the world's most innovative brands and solution providers including Hikvision, Paxton, Pyronix, and Apollo. We're proud to supply their products, all backed up with a combination of our team's vast real-life experience with unsurpassed product and technical knowledge.

We are Fortus. We're here to change the game.
Future. Secure.

Overview

We are looking for a **Procurement Assistant** on a permanent, full-time basis to join our friendly team in the Dublin Office. This is a key role as your focus will be supporting in all aspects of procurement administration support. You will also be dealing with suppliers and branches on the phone and via email managing their enquires. If you take pride in a job well done with excellent attention to detail and enjoy working within a fast-paced environment whilst delivering great customer service, then this could be the career move for you.

Key Responsibilities

- **Administration:** Provide full administrative support to the procurement team providing a service of excellence to all customers and work colleagues along with ad hoc administrative tasks to be completed.
- **Processing Orders:** You will be responsible for the processing of purchase orders and requests by the sales team.
- **Customer Service:** Build strong working relationships with all internal and external contacts to ensure efficient running of the operation and delivery of key business activities.
- **Stock:** Ensuring supplier delivery dates are up to date to keep the sales team informed.

Skills, Knowledge, and Qualifications

- Good understanding of purchasing/procurement function and principles.
- A confident communicator.
- Be organised & have excellent attention to detail.

- Ability to work effectively as part of a team and willing to undertake other duties in line with the needs of the business.
- Basic data entry and computer skills.
- Able to work under pressure and eager to take ownership of your tasks.
- You are reliable and a good timekeeper.

Desired but not essential

- Previous experience in a purchasing/procurement environment is desired.
- Knowledge of stock control
- Excel experience an advantage
- Basic administration skills

What we can offer you:

This is a permanent full-time role. You will be working in the Dublin HQ, 08:30 – 5:00pm Monday to Thursday, and 08:30 – 4:00pm on Fridays.

- 21 days annual leave plus bank holidays.
- Pension scheme

No Agencies Please - We thank you for your interest in working with Fortus, however, we will not pay fees or acknowledge any CV's supplied to Fortus unless you have been briefed on the role by our HR Team.