

Junior Procurement Business Partner – Hybrid

The ASI is currently recruiting a Junior Procurement Business Partner.

This is a **full-time (35 hours per week) position** under a permanent contract.

This is a hybrid working role with the base office location flexible (will be agreed with the successful candidate).

As a Junior Procurement Business Partner, you will play a critical role within the procurement team, supporting the Procurement Management and contributing to the overall financial sustainability of the charity and the strategic objectives across the Alzheimer Society of Ireland (ASI). Your responsibilities will be diverse, ensuring a well-rounded experience in various aspects of Procurement including contract and supplier management. Here is a detailed overview of the key duties and responsibilities.

The Procurement Department provides support services to all parts of the organisation employing over 750 staff with a turnover of €31ml. The department has a lead role in shaping and maintaining the procurement framework of the organisation, ensuring value for money, engagement with suppliers and compliance with the policies and relevant regulations.

Our aim is to support ASI in achieving its overall strategy through the provision of quality procurement and providing value for money. Reporting to the Procurement Manager, the Junior Procurement Business Partner primary responsibilities are to ensure efficient and professional service to internal customers and to ensure that the organisation is procuring value for money Goods and Services through effective management of the supplier base.

The post holder will manage the organisation's Contract Register and will work with the Procurement Manager in continuing to develop the procurement function within ASI. The Junior Procurement Business Partner will contribute to the achievement of ASI's Strategic Plan priorities and objectives, ensuring that quality and value for money standards are maintained.

To apply for this position, please submit a full and up-to-date CV and cover letter detailing why you believe you would be suited to this role to recruit@alzheimer.ie

Closing date for applications is the **10th September 2026**.

Competitive salary on offer depending on experience.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION

Main Duties and Responsibilities:

Procurement Operations:

- Collaborate with departments to understand procurement needs and support sourcing of goods, services and works in line with organisational policies and public procurement guidelines.
- Support the Procurement Manager in preparing and issuing tender documents, evaluating responses, and support contract award processes.
- Implement business process improvement initiatives as required.
- Assist the Procurement Manager with the roll-out of procurement training across the organisation.
- Provide administrative support to the Procurement Department including minute taking, spend analysis and assisting with the evaluation of tender submissions.
- Work closely with Finance and Operations Management to manage and support aspects of procurement, provide support to other colleagues while providing input to develop and implement new tools, operational or other improvements, as appropriate.

Contract and Supplier Management:

- Maintain and manage the organisation's central Contract Register, ensuring data integrity, timely renewals, and compliance tracking.
- Develop and maintain professional and productive relationships with suppliers, including managing supplier performance.
- Liaise with stakeholders and suppliers to address performance issues or non-compliance.
- Ensure procurement processes are transparent, competitive, and provide value for money.
- Support the Procurement Manager in establishing a Supplier Performance Review Framework - implement, and report on, performance reviews, contract management, risk assessments and spend analysis with key suppliers at agreed frequencies.

Internal Stakeholder Support:

- Provide support to the Procurement Manager in all aspects of the procurement function.
- Establish close working relationships with internal stakeholders to understand and assess their requirements.
- Work collaboratively with all ASI departments, as required, in the preparation of Request for Tenders for Goods, Services and Works.
- Act as a business partner to internal departments, providing procurement advice and guidance.
- Promote best practices in procurement and raise awareness of procurement policies, compliance requirements, and tools.

Compliance and Reporting:

- Ensure all procurement activities comply with ASI policies, public procurement rules, and regulatory standards.
- Generate regular reports and insights on contracts, procurement activities, and savings opportunities.
- Manage risk to ensure that the ASI is protected by fully negotiated contracts, compliance with funder-required legislation and providing regular progress and spend reports on the status of all contracts and suppliers.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required.

In an organisation such as ASI, it is inevitable that tasks may arise, which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

The procurement function is relatively new in ASI, and the post will be expected to embed good practice and provide guidance to end users.

Person Specification:

What you need to succeed - Knowledge / Experience:

- Proven working experience supporting high-value contracts across a diverse range of Goods, Services and Works.
- Working experience in EU public procurement including eTenders experience.
- Knowledge of various public procurement procedures.
- Knowledge of EU and National public procurement legislation.
- Talent in negotiations, networking and supplier management.
- Experience in collecting and analysing data and competent using Excel and Finance Systems.
- A relevant qualification, minimum Level 8, to enable them to discharge the duties of the post satisfactorily.

Desirable:

- A relevant qualification in public procurement.
- Experience of Office of Government Procurement (OGP) / HSE central frameworks.
- Experience gained in a similar role within a public or charity environment would be advantageous.

What you will get in return:

You will be rewarded with a competitive salary depending on experience. You will also enjoy benefits of pension contributions and death in service insurance cover after six months, 24 days annual leave, relevant education support and remote working within ROI.

Competencies:**Negotiation / Contract Management:**

- Gets the best out of individuals and suppliers, encouraging good performance and addressing any performance issues that may arise.
- Deals with tensions with suppliers in a constructive fashion.

Drive and Commitment to Role:

- Is committed to the role, consistently striving to perform at a high level.
- Demonstrates flexibility and openness to change.
- Ensures that customer service is at the heart of own / team's work.
- Is personally honest and trustworthy.
- Acts with integrity and encourages this in others.
- A hard-working, diligent, and solution driven person will do well in this role.

Delivery of Results:

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Constructively challenges existing approaches to improve efficient customer service delivery.
- Minimises errors, reviews lessons learned and ensures remedies are in place.
- Maximises the input of own team in ensuring effective delivery of results.
- Ensures proper service delivery procedures / protocols / reviews are in place and implemented.

Analysis and Decision Making:

- Effectively deals with a wide range of information sources, investigating all relevant issues.
- Understands the practical implication of information in relation to the broader context in which they work – legislation, circulars, procurement thresholds etc.
- Identifies and understands key issues and trends.

Interpersonal and Communication Skills:

- Modifies communication approach to suit the needs of a situation / audience.
- Actively listens to the views of others.
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner.
- Is assertive and professional when dealing with challenging issues.
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self-Development:

- Displays high levels of skills / expertise in own area and provides guidance to colleagues.
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by ASI and the Procurement Department and can communicate this to stakeholders.
- Leads by example, demonstrating the importance of self-development.

Key Relationships:

Internal:

- CEO
- Operations
- Fundraising
- Finance
- Information Technology
- Human Resources
- Enterprise Risk Management, Compliance and Dementia Advisory Services
- Advocacy, Research and Communications

Team: Procurement

- Reporting to the Procurement Manager

External:

- Suppliers
- HSE
- OGP