

SAP Technician: Procurement

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Company: Glanua Ireland

Location: United Kingdom

Category: office-and-administrative-support

About Glanua Glanua is an industry leader in providing innovative and sustainable engineering solutions to design, build, operate and maintain critical water and wastewater infrastructure across Ireland and the UK. We are a trusted provider to the municipal and industrial sector where our clients include Ireland and the UK's largest water utilities, Uisce Éireann (formally Irish Water), Thames Water, Yorkshire Water and Affinity Water. Glanua is passionate about solving today's environmental challenges and delivering a decarbonised and sustainable world. We know that to build successful creative teams we need a diverse workforce that can deliver new innovative ways of thinking. We provide an environment where you will have the freedom to develop and grow to your full potential. We champion our core values and uphold the highest standards of Safety and Well-being, Innovation, Integrity, Collaboration, Courage, Agility, Accountability, Diversity and Inclusion in everything we do. We have a talented team of 450+ people across Ireland and the UK and are rapidly expanding our workforce across several disciplines to meet our ambitious growth plans.

The Role: We are seeking a dynamic and detail-oriented individual to join our Procurement team as a SAP technician. This entry-level position offers a fantastic opportunity for career development in the field of procurement.

Glanua is a progressive company that always seeks to develop its employees. When you demonstrate aptitude and interest in furthering your career within the organisation, training and promotion will always be available to you.

Main Duties and Responsibilities: The main duties and responsibilities of the SAP Technician: Procurement are outlined as follows: Working as a facilitating team member to improve purchasing transactions. Work as part of a team to support the purchasing needs of

the Glanua Group. Uploading all transactions to SAP system; Place orders with assigned suppliers at regular intervals; General purchasing of goods, plants and services and hiring of general machinery; Improve and maintain the company's procurement systems & databases; Filtering information from the system in order to tailor reports and tables; Following the company SOPs and recommendations of the management; Liaising with our insurance broker concerning the validity of subcontractors and service providers PL and EL insurances. Knowledge, Skills and Experience: The main knowledge, skills and experience required of the Procurement Administrator are outlined as follows: Graduate level 'Buyer', IIPMM Qualification or experienced SAP P2P operative; Experience in Spend Analytics or any other analytics of large volumes of data in a database warehouse Minimum of a year's professional experience in purchasing role; Excellent knowledge of SAP transactions (as a minimum); Proficiency in MS Office (mainly Excel); Exceptional organisational and administrative skills; Ability to handle several ongoing projects and to work under pressure; Good communication and interpersonal skills are essential. What we offer you: The opportunity to join an ambitious and growing organisation. Monday to Friday working week finishing early on Fridays 22 days annual leave plus 10 bank holidays. Competitive base salary with annual salary reviews. Healthcare and pension after 2 years of service. A company laptop and company phone Access to EAP – 24/7 365 days confidential employee counselling service, free to avail for employees and their families. At Glanua, we believe that people are the core of the business. We know that to build successful creative teams we need a diverse workforce that can deliver new innovative ways of thinking. We provide an environment where you will have the freedom to develop and grow to your full potential. Glanua Limited is an equal opportunities employer.

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