

Purchasing Clerk

U.S. Embassy Dublin is seeking a purchasing clerk to join the procurement team on a full time basis.

The successful candidate is responsible for the full range of activities associated with the procurement of goods and services for the U.S. Embassy through local and international vendors.

S/he will have excellent Microsoft office skills including Excel and will be experienced in using electronic data entry systems. Administration experience and customer service skills are required.

Qualifications required:

- Completion of Leaving Certificate or equivalent.
- Prior purchasing experience and a minimum of one year purchasing office experience.
- Basic knowledge of both Irish and EU contracting laws, principles and rules of contractual engagement.
- Understand conventional acquisitions practices.
- Excellent analytical and drafting skills.
- Ability to effectively negotiate contracts.
- Ability to work under pressure in a team environment.
- Excellent MS Office and other applications experience - Excel skills will be evaluated.
- Ability to type at 25 wpm - typing proficiency will be tested.
- Full clean drivers licence.
- Fluent English.

Salary: €33,770 per annum.

Applications should include the following:

- **Universal Application for Employment UAE/DS0174:** Embassy application form – available from the Embassy web page or from the HR Office, telephone 01-6306200 ext. 6246/6247.
- **Also, a copy of your current curriculum vitae/resume** which should include current day time telephone number.
- **Evidence of U.S. Veteran Preference, if applicable** – a copy of DD214. Please do not send originals.
- **All applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

Please note that if your application package is incomplete, you will not be considered further for the vacancy.

Application packages will be accepted by **post** to:

Human Resources Office
U.S. Embassy,
42. Elgin Road,
Ballsbridge,
Dublin 4.

Alternatively, send complete application packages by **email** to DublinHR@state.gov

Please ensure documents are in Microsoft Word and/or Adobe Acrobat PDF format.
Applications received in formats other than those specified **will not** be accepted.

Hand delivered applications **will not** be accepted by the Embassy.

Closing date for receipt of applications: 5pm (local time) on September 12, 2014

Applications received after this time will not be considered

The U.S. Mission in Dublin, Ireland is an equal opportunity employer.