



**Role:** Supplier & Contracts Specialist  
**Area:** Business Services  
**Sub-Area:** Supply Chain  
**Location:** Cork / Dublin  
**Salary:** Competitive  
**Duration:** 2 Year Fixed Term **Ref:** GNI081

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Gas Networks Ireland operates and maintains Ireland's €3 billion, 14,758km national gas network, supplying reliable energy to more than 720,000 homes and businesses. The network delivers more than 30% of the country's total energy and 40% of its electricity generation.

We are dedicated to achieving net zero and advancing the energy transition through integrated planning and collaboration with the energy industry. To realise our vision and to be at the heart of Ireland's energy future, we are committed to transforming our network to achieve net zero carbon emissions onboarding biomethane and green hydrogen.

We have a proud legacy, and our values guide how we work every day - drawing on our experience, doing what's right for each other and our communities, and staying energised for the change ahead.

When you join Gas Networks Ireland, you become part of an organisation that invests in its people. We are committed to supporting your growth and wellbeing in a workplace where everyone can contribute and thrive.

The closing date for receipt of applications for this vacancy is 27<sup>th</sup> of April 2026, and applications submitted after this closing date will not be accepted.

### **The Role:**

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The Supply Chain Supplier & Contracts Specialist supports the effective operation, governance, and continuous improvement of supplier, contract, and procurement data across the organisation.

Reporting to the Supply Chain Reporting & Compliance Manager, the role provides operational support to GNI staff through the effective management of the supplier registration process and the coordination of contracts administration activities within Supply Chain, including the completion of Oracle compliance requirements. The role also supports sourcing and procurement activity through the production and maintenance of key Supply Chain reports used to track progress, performance, and demand.

This is a delivery-focused role requiring a high level of attention to detail, data accuracy, and stakeholder engagement. The successful candidate is expected to manage defined workstreams independently, while contributing to reporting enhancements and process improvement initiatives aligned with Supply Chain objectives.

## **Duties and Responsibilities:**

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- Act as the primary operational point of contact for supplier registration and supplier setup queries, providing timely and accurate support to internal stakeholders and suppliers.
- Manage the end-to-end supplier onboarding and maintenance process, including data validation, approval routing, and system updates in line with governance requirements.
- Perform data cleansing, quality assurance, and ongoing maintenance of supplier records to ensure data accuracy, integrity, and compliance.
- Support the post-award contracts lifecycle, including contract registration, amendments, extensions, and renewals.
- Support the execution of contracts and call-off contracts, ensuring accurate setup, documentation, and alignment with approved contractual terms, frameworks, and governance requirements.
- Maintain accurate and up-to-date contract records across Contract Management Systems (CMS), Oracle, and related platforms.
- Fulfil the ongoing management of Contract Purchase Agreements (CPAs) throughout their lifecycle, including registration, amendments, and extensions on Oracle and ROS, as appropriate.
- Support the setup, administration, and ongoing maintenance of Blanket Purchase Agreements (BPAs) and associated work orders in Maximo, ensuring alignment with approved contract terms and compliance with governance requirements.
- Monitor contract expiry dates, renewals, and expenditure, proactively highlighting risks, upcoming actions, or compliance concerns.
- Support contracts performance and compliance reporting, ensuring information is accurate, complete, and audit-ready.
- Ensure all activities are carried out in line with procurement governance requirements, compliance obligations, and internal policies.
- Produce regular and ad-hoc reports relating to supplier registration, contract status, compliance activity, and procurement operations.
- Analyse trends, volumes, and issues across supplier and contract data, highlighting risks, bottlenecks, and improvement opportunities to inform operational decision-making.
- Support the maintenance of KPI data sets and reporting outputs used for management oversight, governance, and audit purposes.
- Contribute to process improvement initiatives aimed at streamlining processes, improving data quality, and reducing manual effort.
- Support defined Supply Chain projects or workstreams, delivering agreed actions within established timelines.
- Assist with system testing (UAT), enhancements, and reporting improvements as required.
- Maintain and update training materials, process documentation, and SharePoint content to support consistent and compliant ways of working.
- Build and maintain effective working relationships with Supply Chain colleagues, Finance, IT, suppliers, and business users.
- Respond to queries in a professional, timely, and customer-focused manner, escalating issues where appropriate.
- Act as a trusted operational subject matter expert for supplier, contract, and reporting processes within Supply Chain.
- Participate in cross-training activities to support Supply Chain operations and ensure continuity of service.

## Knowledge, Skills and Experience:

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- A relevant third-level qualification or equivalent practical experience in a related discipline.
- A minimum of two years' experience in supplier administration, contracts administration, procurement operations, or data and reporting-focused roles.
- Demonstrated strong attention to detail, with proven experience managing high-volume, high-accuracy data.
- Experience producing operational reports, trackers, and supporting data outputs, ideally within a regulated or governance-led environment.
- Proficiency in the Microsoft Office suite, particularly Excel, Word, Outlook, and PowerPoint.
- Experience working with ERP and procurement systems, such as Oracle and Service Now.
- Experience supporting process improvement initiatives and project-based work within an operational environment.
- Exposure to analytics or reporting tools (e.g. Power BI or similar) is desirable.
- Familiarity with public procurement frameworks or regulated environments is an advantage.
- Experience handling confidential information and managing commercially sensitive communications with discretion.
- Strong stakeholder engagement skills, with a proven ability to build effective working relationships across teams and with external partners.
- Ability to perform effectively in a fast-paced, target-driven environment, managing multiple priorities simultaneously.
- Flexibility and adaptability, with the ability to respond positively to changing processes, systems, and organisational requirements.
- Experience or exposure to project management methodologies is desirable.

## Equal Opportunities Employer

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Gas Networks Ireland is an equal opportunities employer, committed to providing a diverse, inclusive, and supportive workplace. Through our ibelong framework, we work to ensure that everyone feels respected, valued, and able to contribute.

We welcome applications from all suitably experienced candidates, regardless of gender, age, racial or ethnic origin, membership of the Traveller community, religion or beliefs, family or civil status, sexual orientation or gender identity, or disability.

We also value diverse career journeys and warmly welcome candidates returning to the workforce or bringing non-linear experience, including transferable skills gained through life and professional pathways.

If you require any reasonable accommodations at any stage, please contact us at [recruit@gasnetworks.ie](mailto:recruit@gasnetworks.ie) and we will support you to ensure a positive and equitable candidate experience.

We offer hybrid working arrangements to help you balance work and life, and to support you in bringing your best to the organisation.

Gas Networks Ireland will only hold your data for as long as necessary. By providing a CV, you are agreeing for Gas Networks Ireland to process this information about you. If you have any queries about how Gas Networks Ireland processes your data, see our Privacy Notice or email [dataprotection@gasnetworks](mailto:dataprotection@gasnetworks).