

Graduate Operations & Supply Chain Executive

Operations | Hardware Procurement & Supply Chain

Location	On-site
Department	Operations / Supply Chain
Reports To	Operations Manager / Finance Lead
Contract Type	Full-Time, Permanent
Level	Graduate / Entry Level

About Trojan IT

Trojan IT is a leading Managed Services and Security Provider (MSSP) dedicated to supplying and supporting technology solutions that deliver real benefits to businesses — empowering their success.

Trusted by businesses across Ireland for over 35 years, we pride ourselves on excellent customer service, a consultative approach, and a commitment to delivering the right technology solutions at the right time. Hardware is a core pillar of what we do — from sourcing and configuring enterprise-grade equipment for our managed clients to procuring the infrastructure that underpins complex project deployments.

As we grow, we need an organised, commercially sharp individual to help us manage our hardware procurement more strategically — driving cost efficiency, protecting margin, and ensuring the right products are available when our clients need them.

The Opportunity

This is an excellent opportunity for a detail-oriented graduate to build a career at the intersection of operations, procurement, and technology. As our Graduate Operations and Supply Chain Executive, you will be responsible for managing the end-to-end procurement process for hardware — covering both Trojan's internal operational requirements and the equipment needed to deliver client projects on time and on budget.

You will work closely with our technical, sales, and project teams to understand what is needed, source it cost-effectively, manage supplier relationships, and ensure smooth delivery. This is a role where your attention to detail, commercial awareness, and organisational skills will have a direct and measurable impact on the business.

You will be given real responsibility from day one, supported by experienced colleagues, and developed into a procurement professional who understands both the commercial and technical dimensions of IT hardware supply chain management.

Key Responsibilities

Hardware Procurement — Internal Operations

- Manage the procurement of hardware for Trojan's internal operational requirements — including devices, networking equipment, peripherals, and infrastructure components
- Monitor internal hardware stock levels, anticipate replenishment needs, and place purchase orders in a timely manner to avoid delays
- Source the best-value products from approved suppliers and distribution partners, benchmarking pricing regularly to ensure Trojan is always buying competitively
- Maintain accurate records of all internal hardware assets — tracking equipment from purchase through to deployment, maintenance, and end-of-life disposal
- Identify opportunities to consolidate purchasing, standardise hardware specifications, and reduce unit costs without compromising quality or performance

Project Hardware Procurement

- Work with the project management and solutions teams to understand the hardware requirements for each client project — reviewing bills of materials, technical specifications, and delivery timelines
- Source, quote, and procure project hardware in line with agreed specifications, budget parameters, and client delivery dates
- Track the status of all project hardware orders from placement through to on-site delivery, escalating any risks to delivery schedules proactively
- Ensure all project hardware is correctly configured, labelled, and staged for deployment in line with technical and project management requirements
- Manage the return, replacement, or disposal of hardware where projects are amended, cancelled, or equipment is faulty

Supplier & Vendor Management

- Build and maintain productive working relationships with Trojan's key hardware suppliers and distributors
- Negotiate pricing, lead times, and terms with suppliers on both standard and project-specific purchases to achieve the best commercial outcome for Trojan
- Evaluate supplier performance on an ongoing basis — assessing reliability, pricing competitiveness, and responsiveness — and escalating concerns where necessary
- Research and onboard new suppliers where existing partners cannot meet requirements in terms of product range, pricing, or availability
- Stay informed on product availability, supply chain disruptions, and market pricing trends that could affect Trojan's procurement strategy

Cost Management & Reporting

- Track procurement spend across internal and project categories, reporting on actual versus budgeted costs on a regular basis
- Identify and deliver cost savings through smarter sourcing, volume consolidation, and vendor renegotiation — and quantify the impact clearly
- Support the preparation of hardware cost estimates and bills of materials for inclusion in client proposals and project budgets
- Ensure all purchase orders, invoices, and delivery documentation are accurately processed and reconciled in line with Trojan's financial controls
- Contribute to the development of procurement policies, approved supplier lists, and hardware standards that improve consistency and reduce risk across the business

Cross-functional Collaboration

- Act as the central point of contact for hardware procurement queries from across the business — sales, project management, technical, and finance teams
- Collaborate with the solutions and technical teams to maintain an up-to-date understanding of the hardware products Trojan specifies and sells, including product lifecycle changes and refresh cycles
- Support the account management team in responding to client hardware queries, refresh recommendations, and lifecycle planning conversations
- Contribute to continuous improvement of procurement processes — identifying inefficiencies and recommending smarter, more automated ways of working

Technical & Operational Responsibilities

- Configuration of new equipment including:
 - Build and Configure Desktop and Laptop Hardware. (Memory & Hard Drive upgrades)
 - Installation of Windows Operating systems on Desktop and Laptop devices.
 - Ensuring Latest Security Patches are installed
 - Ensuring Endpoint Security Products are installed and functional
 - Following Device Naming Schemes on a Customer Basis
 - Ensuring relevant setup Policies and Procedures are always adhered to.
- System documentation maintenance and review in ConnectWise. (Training will be provided)
- Communication with customers as required
- Ability to work in a team and communicate effectively. Work closely with the Service Desk Dispatcher to ensure orders are routed through quickly and efficiently.
- Contribute to continuous improvement of the build processes — identifying inefficiencies and recommending smarter, more automated ways of working
- Maintain accurate stock control records and ensure appropriate inventory levels are upheld at all times.
- Ensure effective stock management through regular stock counts, accurate record-keeping, and timely reporting of discrepancies.

What We're Looking For

You are organised, commercially minded, and take pride in getting the detail right. You understand that good procurement is not just about buying things — it is about buying the right things, at the right price, at the right time. We are looking for someone who:

- Holds (or is completing) a degree in Supply Chain Management, Business, Operations, Finance, or a related discipline
- Has a strong eye for detail and a methodical approach to managing multiple tasks and deadlines simultaneously
- Is commercially aware — understands margin, cost of goods, and the impact procurement decisions have on overall business profitability

- Is a confident communicator — able to deal professionally with suppliers, internal stakeholders, and client-facing teams alike
- Is proficient in Microsoft Excel or similar tools for tracking, analysing, and reporting on procurement data
- Has an interest in technology and a willingness to develop a solid working knowledge of IT hardware products and categories
- Brings initiative and a problem-solving mindset — comfortable identifying issues and proposing solutions without always waiting to be directed
- Has previous experience in a procurement, purchasing, operations, or logistics role — even in a non-technology context (desirable)
- Is familiar with ERP, procurement, or inventory management systems (desirable)
- Holds a full, clean driving licence (desirable)

What We Offer

At Trojan IT, we take pride in being a great employer. We invest in our people and create the conditions for them to do their best work. As part of our team, you can expect:

Career & Development

Structured onboarding and induction
Dedicated training budget and learning plan
Clear career path and progression framework
Coaching and mentoring from experienced leaders

Benefits & Culture

Competitive salary benchmarked to market
Hybrid working model
Excellent Annual Leave, flexible hours, community days

Why This Role Matters

Hardware is the foundation on which our clients' IT environments are built. When we procure the right products at the right price and deliver them on time, projects run smoothly, clients are happy, and Trojan's margin is protected. When procurement goes wrong, the effects ripple across delivery, finance, and client relationships.

This role is about making Trojan's hardware supply chain smarter, more efficient, and more commercially disciplined. The person in this role will have a direct and visible impact on our ability to deliver for clients and on our overall business performance.

If you want a graduate role where your work genuinely matters, where you will develop real commercial and operational expertise, and where there is a clear path to grow — we want to hear from you.

How to Apply

Send your CV and a brief cover note to careers@trojan.ie. Tell us about a time you found a smarter, more cost-effective way of doing something. We review applications on a rolling basis, so don't wait.

Trojan IT is an equal opportunities employer. We welcome applications from all backgrounds.