

United Arab Emirates Jobs Expertini®

Assistant Manager | noon Dubai

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Company: noon

Location: Dubai

Category: other-general

Assistant Manager | noon Dubai

noon is a digital ecosystem of products and services that are built in the region. Our vision is to become the engine of efficiency and convenience for the people we serve. We will elevate the quality of life by inspiring people with what we built and how we built it.

noon is the largest e-commerce player in the Middle East and is quickly becoming the go-to

platform for all online customer needs. We've built a full-fledged ecosystem of products and services in e-commerce, quick-commerce, food, fintech, grocery, and fashion—and we're just

getting started.

We are a team of dynamic professionals who are aggressively ambitious, rapidly scaling, and

uniquely positioned to capitalize on the rapid adoption of e-commerce in the Middle East.

We're on an unconventional mission, doing something that has never been done before. We are developing the future of online shopping, and we're looking for top talent to join us on our

mission.

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What will you do?

The candidate will be responsible for managing the day-to-day administrative activities within

rocket operations for the country.

1. Vendor management and supply assurance
 - a. Support the country teams with hiring as per plan
 - b. Ensure rider availability across all the locations
 - c. Engage with vendors daily
 - d. Manage the attendance and payouts for the manpower hired
 - e. Liaise with the relevant departments on closing contracts
 - f. Manage the renewal of manpower contracts
 - g. Ensure canter availability for stock transfers
 2. Packing material and consumables
 - a. Manage the packing material and consumables across stores
 - b. Ensure packing material for Rocket is available in the main warehouse
 - c. Coordinate with suppliers to ensure timely delivery of packing materials
 - d. Ensure uniform availability and branding are taken care off
 3. Procurement and finance cycles
 - a. Ensure relevant PRs are raised for each department
 - b. Ensure FIN tickets are raised promptly
 - c. Manage petty cash across all locations
 4. Monitor the overall cost incurred per store and maintain vendor masters
- Don't miss out on this exciting opportunity – apply now at dubaiofferz.com

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