

# United Arab Emirates Jobs Expertini®

## Assistant Procurement Manager

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**Position Overview:** As the Assistant Manager in Procurement you play a vital role in supporting the Head of Procurement in overseeing the comprehensive procurement process for both local and overseas needs. Your responsibilities include managing centralized procurement strong sourcing across diverse food categories and ensuring effective order placement timing supply/demand alignment and material replenishment. Additionally you will be actively involved in inventory monitoring collaboration with the production department and maintaining relationships with a significant number of SKUs and suppliers. **Key Responsibilities:**Comprehensive Procurement Management: Oversee the endtoend procurement process for both local and overseas requirements. **Sourcing Strategies:** Execute sourcing strategies and maintain a comprehensive database of suppliers and products for realtime data retrieval. **Stakeholder Engagement:** Effectively engage with internal stakeholders to plan and prioritize purchasing activities. **Diverse Sourcing Expertise:** Utilize strong sourcing experience across various food categories including fresh produce beverages dairy products organic items proteins frozen foods seafood superfoods canned products gluten/lactosefree items dry fruits nuts pasta spices pulses and manufacturing ingredients. **Inventory Monitoring:** Regularly monitor inventory with sales trends to prevent excess or shortages of products. **Market and Product Trends:** Monitor business trends and product availability to secure the without compromising quality or delivery terms. **Qualifications:** **Hard Skills:** Industry Knowledge: Expertise in the procurement of diverse food categories Fresh Produce is a plus **Order Placement:** Proven experience in expediting purchase orders for timely production. **Inventory Management:** Strong skills in monitoring and managing inventory

levels. Soft Skills: Communication and Collaboration Strategic Thinking Relationship

Management Adaptability ResultsOriented:

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