

Buyer Jobs in Dubai | FAIRMONT Careers

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Company: FAIRMONT

Location: dubai

Category: other-general

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Job Responsibilities:Work closely with the Executive Chef and the Director of Food & Beverage to purchase the highest quality products while constantly searching for the lowest price.

Work closely with Stores.

Assist to supervise the day-to-day functions of the Receiving clerk.

Ensure that all purchase order requests are properly completed and approved before the items are purchased.

Ensure that all items received by the hotel are properly documented in accordance with the company's purchasing and receiving procedures.**Job Requirements:**At least 2-3 years in similar role in a luxury hotel

College diploma or equivalent qualifications

Knowledge of Materials Control

Excellent knowledge of Microsoft Office mainly EXCEL.#J-18808-Ljbffr

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