

Buying Coordinator Jobs in Dubai | Majid Al Futtaim Careers

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1- Buying Coordinator

Job: Full Time

Location: Dubai, UAE

Description:

The Buying Coordinator is responsible for supporting the Buying teams in the compilation and collation of necessary merchandising information.

Job Responsibilities:

Prepare the buying files for the buyers to complete their buying orders.

Check the order confirmation against the initial order and highlight any variance or discrepancy to the buyer.

Enriching the item data and item description to improve the online experience

Link the photos received from the brand to the item codes to save on the photo-shooting cost and training materials.

Job Requirements:

High school certification

2-4 years of relevant experience

Experience in Planning & Merchandising is an added advantage

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