

## Director of Purchase Order Management (Tax free, Defense Industry)

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Company: Firststaff Personnel Consultants Ltd

Location: , , United Arab Emirates

Category: business-and-financial-operations

Director of Purchase Order Management (Tax free, Defense Industry) We are seeking a highly skilled and experienced Director of Purchase Order Management to lead a dynamic team in the defense industry. The Director of PO Management will oversee a team responsible for demand planning and forecasting, supplier planning and forecasting, and coordinating with production and warehouse teams to support expeditors. This role requires strategic thinking, exceptional leadership abilities, and a deep understanding of procurement and supply chain processes within the defense sector.

**Key Responsibilities:** Lead and manage a team of purchase order management professionals, ensuring efficient and effective operation of daily activities. Develop and refine strategies for purchase order management, including demand planning, forecasting, and supplier management, to meet organizational goals and objectives. Collaborate closely with production and warehouse teams to support expeditors and ensure timely delivery of materials and products. Monitor and analyze key performance indicators (KPIs) to identify areas for improvement and implement corrective actions as necessary. Ensure compliance with regulatory requirements and internal policies and procedures related to procurement and purchase order management. Build and maintain strong relationships with suppliers, and manage agreements to optimize delivery. Oversee the timely processing of supplier invoices and ensure accurate and timely payment. Close purchase orders promptly upon completion of transactions, maintaining accurate records and documentation. Provide leadership and mentorship to team members, fostering a culture of continuous learning and professional development.

**Requirements:** Bachelor's degree in Business Administration, Supply Chain

Management, or a related field; Master's degree preferred. Minimum of 8 years of experience in procurement, supply chain management, or related fields, with at least 3 years in a leadership or managerial role. Proven track record of success in managing purchase order processes and supplier relationships, preferably in the defense industry. Strong analytical and problem-solving skills, with the ability to interpret data and make informed decisions. Excellent communication and interpersonal skills, with the ability to effectively collaborate with internal and external stakeholders. Proficiency in using procurement and supply chain management software and systems, such as SAP, Oracle, or similar platforms. Demonstrated ability to lead and motivate teams, driving performance and achieving results in a fast-paced environment. Knowledge of regulatory requirements and industry standards related to procurement and purchase order management in the defense sector e.g. ITAR Preferred Qualifications: Degree level and Certification in procurement or supply chain management (e.g., CPSM, CSCP) is a plus. Experience with implementing process improvements and driving operational excellence initiatives. Familiarity with defense industry regulations, such as ITAR and DFARS. Software and Systems: SAP Ariba: Manage a procurement platform that enables the organization to streamline purchasing processes, manage supplier relationships, and optimize procurement strategies. \*NB: All applicants CVS will be reviewed and should your skillset match our client's requirements, we will contact you via email / mobile. We are also happy to consider you for other open opportunities within Firststaff. If however, you object to us holding your data on file, please acknowledge via email by return. \* Firststaff Personnel Consultants 85/86 Grafton Street Dublin 2 Ireland #J-18808-Ljbffr

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