

## Executive – Procurement Jobs In Dubai 2022 | DP World

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Company: DP World

Location: dubai

Category: other-general

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### Job Description:

To initiate procurement upon receipt of web requisitions and select the best suitable vendors to issue enquiries.

To prepare a bid analysis to select the best suitable vendors based on price, delivery and specific adherence criteria.

Negotiating with the selected vendor for reduction in prices leading to cost saving for the company.

Create purchase orders, specifically accounted with agreed terms and conditions, item cost & delivery dates.

To maintain, record, and vet new prospective vendor details and use this data to source alternative supplies at the most advantageous terms for DP World in relation to availability, cost and delivery periods

Expedite all that have not met with the original delivery dates and update the end user of any agreed revisions.

To ensure and arrange for collection of items for on time delivery.

Liaise, negotiate & agree with the vendors for the re-supply of rejected items at no extra cost, therefore saving on any extra expenses that are likely to incur.

To interact and liaise with Finance department on vendor enquiries, invoice payments , credit notes, cost revisions and invoice suspensions.

Co-ordinating with the freight forwarders for best freight rates and timely collection and supply of overseas shipments.

Preparing all shipping documents pertaining to overseas orders.

Evaluating vendor performance to assist the vendor management officer.

Works towards achieving the department KPI of cost saving and on time deliveries.

Placing bulk orders and arranging for consignment stock from regular vendors to reduce cost and improve availability of goods.

#J-18808-Ljbffr

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