

# United Arab Emirates Jobs Expertini®

## iProcurement Administrator I - Dubai

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Company: Marsh McLennan

Location: Dubai

Category: other-general

Oliver Wyman is a global leader in management consulting. With offices in more than 70 cities across 30 countries Oliver Wyman combines deep industry knowledge with specialized expertise in strategy operations risk management and organization transformation. The firm has more than 6500 professionals around the world who work with clients to optimize their business improve their operations and risk profile and accelerate their organizational performance to seize the most attractive opportunities. Oliver Wyman is a wholly owned subsidiary of Marsh & McLennan Companies NYSE: MMC. For more information visit (link removed). Oliver Wyman is now looking for a iProcurement Administrator to join our Dubai office. The Opportunity Process invoices through the iProcurement system for multiple departments and project teams across IMEAMaintain detailed budget tracker with invoice & payment detailsInbox management for Dept mailboxDevelop strong working relationships with the Finance iProcurement teams to ensure smooth processing of paymentsSupport iProcurement Lead with information & stakeholder management as requiredEscalate when payments are held up by liaising with relevant stakeholders to address roadblocks.Liaise with vendors to gather all relevant information and update them on status of payments upon requestWork closely with relevant stakeholders to ensure vendor process has been fulfilled and escalate any roadblocks that may delay contracted payment terms.Regular weekly iProcurement drop in session troubleshooting staff queries and providing ongoing training.Proactively dealing with issues effectively communicating on status of payments or issues in a timely manner.Minutes of meetingsExperience requiredAdministrative experience in procurement or payment processingWorking with online systems and toolsSkills and

Attributes  
Fluent written and verbal English  
Working knowledge of Arabic would be desirable.  
Comfortable with Finance systems & Excel  
Excellent numerical & budgeting skillset  
Previous Finance experience desirable  
Driven to provide a high level of service in a fastpaced environment  
Excellent attention to detail  
Can work effectively autonomously  
Excellent stakeholder management and communication  
Ability to manage multiple stakeholders  
The ability to be productive and flexible and effectively prioritize multiple requests  
Adaptable to changing scopes including geographic remits in line with business needs  
Proficiency in Microsoft Office Suite  
Respect of confidentiality  
Why join us at Oliver Wyman  
At Oliver Wyman we lead with heart we love what we do and have fun while we do it! We also strive for breakthroughs by questioning seeking diverse perspectives and finding powerful and sustainable solutions  
(link removed) If you share these values and want to work as one and own our impact at the same time be brave and achieve the amazing with us!  
Were individuals who are selfstarting motivated energetic entrepreneurial about what we do  
We have the common aspiration to have an impact leave a legacy and change the world. We have no interest in running a steadystate business. We want to build grow and shape the environment around us  
We value an environment where every member of Oliver Wyman is encouraged and expected to voice his or her opinion  
We believe that to create a true meritocracy we need to remove artificial barriers to opportunity  
We value people whose lives balance work and nonwork activities because we believe they are both more interesting colleagues and are able to make better contributions to the Firm.  
We push ourselves hard to deliver excellence but we also work to extract the maximum benefit from the flexibility of a projectbased business. We provide the ability to take career breaks for personal or family reasons. We fundamentally value each others time and are sensitive to how it is used. We are an output not inputbased culture have respect for peoples personal decisions and believe that ones workload must be sustainable. We seek balance for ourselves and our colleagues.  
To learn more please follow us on Facebook LinkedIn or Twitter: (link removed)  
careers  
Marsh & McLennan Companies and its Affiliates are EOE  
Minority/Female/Disability/Vet/Sexual Orientation/Gender Identity employers.  
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