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Jetex Aviation Careers Dubai | Procurement Executive Jobs 2022

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Company: Jetex Aviation

Location: dubai

Category: other-general

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Responsibilities:

A-Update existing vendors' Prices, Taxes, Fees, NOTAMS, Exchange Rates, Conversion Factors, Contact Details on the system on a daily, weekly, and monthly basis (Regular Updates, ADHOC Inquiries, Failed Quotes) (Procurement Data Entry)..

B-Ensure vendors data (contact names, numbers, and emails) are up to date on the system (Supplier Master File Administration)...

C-Communicate with Jetex vendors to obtain updated fuel related prices and information (Sourcing)..

D-Provide assistance and support to Jetex Internal Customers (Fuel Dispatch, Accounts, Fuel Sales, CR) regarding invoicing discrepancies, pricing inquiries, etc..

E-Other tasks in line with job scope as instructed by the Line Manager.

Requirements:

A-Bachelor's degree with technical qualification from an accredited college.

B- Minimum 3 years' experience in Procurement.

C-Knowledge of Aviation industry is desirable.

D-Fluent in English and Spanish (oral and written).#J-18808-Ljbffr

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