

## Jetex Careers | Fuel Procurement Executive Jobs In Dubai

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Company: Jetex

Location: Dubai

Category: other-general

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#### Job Responsibilities:

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

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

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

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

#### Job Requirements:

Bachelor's degree with a technical qualification from an accredited college

Minimum 3 years experience in Procurement in Aviation Fuel/Flight Operations Industry

Fluent in English (oral and written)

Bilingual (preferably)

Proficient in computer skills (word, excel, PowerPoint, etc.)

#J-18808-Ljbffr

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