

# United Arab Emirates Jobs Expertini®

## MFC Procurement Associate

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Company: Instashop

Location: united arab emirates

Category: other-general

InstaShop: Shops you love delivered better [Role overview](#)[Application Back](#)MFC Procurement Associate Operations - United Arab Emirates, AE - Full time - 873 InstaShop, headquartered in Dubai, is the leading online marketplace for supermarkets, pharmacies, pet shops & other businesses in the Middle East. With a young & motivated team & an office resembling the ones of startups in San Francisco, InstaShop is the right company for individuals passionate about adding value within a fast-growing technology company. The MFC Procurement Associate is one of the most impactful roles at InstaShop and we take great pride in the quality of team members that hold this role. The MFC Procurement Associate will be responsible for negotiating InstaShop's purchasing agreements with the partners and ensuring the procured materials meet the standards. Primary responsibilities

Timely sharing of LPO's with vendors for stock replenishment in the micro-fulfillment center and following up on deliveries. Coordinating with store managers and merchandizers on order requirements and stock movements to ensure availability and minimize out of stock rate. Maintaining control and knowledge of stock availability/unavailability in all stores and providing ETA forecasts for future orders. Submitting debit notes and sellout reports to vendors on time. Comparing goods prices with industry trends to determine competitiveness. Communicating business needs and quotations to management for approvals. Monitoring vendor performance and reporting to the procurement manager. Requirements Knowledge of procurement processes, policies, and procedures Excellent written, and verbal communication skills in English Strong communication, organization and, time management skills Excellent ability to be detail-oriented Ability to function effectively in a dynamic, fast-paced environment by working

collaboratively with other departments and third parties Strong ability to multitask Everything you need in just a few clicks! Get the app today for free! Try it out today! Shop now

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