

## Procurement Coordinator

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### Job Description :

Our clients a leading FMCG Organisation .They are now looking for Procurement Coordinator to join them.

Responsibilities:

Reports Via SAP. (Order dump, Advance payment invoice etc.)

Goods receiving Via SAP (GRN/IR/Billing).

Prepare Various types of documents, RFQs, RFPS, PFIs, Quotations

Payment Flow up with Finance from SOA till Swift copy.

Proactively monitor upcoming shipment documents to be handed over with the help/input of buyer.

Preference

Proven track record in coordinating and executing procurement processes, including sourcing, negotiation, and supplier management

Experience with international procurement, including knowledge of Incoterms and import/export regulations

Experience in working with multiple legal entities under different legal umbrellas

A minimum of 3-5 years of advancing experience in procurement or a related field, with a preference for expertise in FMCG

Qualifications:

Bachelors/ Master's degree in Business Finance, or a related field.

Benefits:

Employment Visa

Medical Insurance.

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