

Procurement Executive Jobs In Dubai | Al Futtaim Group

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Company: Al Futtaim Group

Location: Dubai

Category: other-general

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Job Description

Overview of the role

The Procurement Executive will be coordinating with Business Units across the Group for the supply of assigned category of spend. Manage the transaction cycle from taking quotations to issue of PO.

What you will do

Cost efficiency

Sourcing efficiency

Creating competition

Validation of the supplier using VPQQ documents to assess their capability in terms of financial, manpower & expertise.

Creating a level playing field

Proper vendor evaluation

Professional communication with requesters and suppliers

Skills

Minimum of 5 years' experience in procurement

Previous hands on experience in MS Office, SAP and ARIBA P2P

Proficiency in Microsoft Excel and Data PowerPoint Presentations are must.

Confidentiality

Accuracy

Time lines

Team Work

Customer Satisfaction

About the team

The role will report to the Procurement Manager and will be based in Dubai Festival City.

What equips you for the role

College degree & minimum of 5 years' experience in procurement

Good communication skills

Good influencing skills to manage internal customer expectations

Command over written & oral English

Basic operating knowledge of software such as: MS Office, SAP and ARIBA P2P

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