

Procurement Manager Jobs in Abu Dhabi UAE | Jetex

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Location: Abu Dhabi

Category: other-general

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Description:

We are recruiting a Procurement Manager to join our exceptional team at Royal Joinery. This is an exciting and challenging opportunity for someone with proven procurement experience in joinery industry, who is very good in sourcing, negotiation and building vendor relationship.

Job Responsibilities:

Design and implement procurement strategy in relation to the business requirements.

Manage Guide and monitor the execution of strategic and operational sourcing processes.

Meticulously maintain, process, and update all documents to prepare reports, analyses presentations and contracts.

Liaise with the Joinery and Fit-out Project Team to furnish them with tender documentation and pricing schedules.

Monitor performance and compliance of vendors, lead and complete the tender commercial evaluation and analysis of returns.

Job Requirements:

Bachelor's Degree in Business or similar discipline

10 Years' experience in similar position from joinery and fit out industry

Strong negotiation skills

Goal Oriented

Quick study – able to gain a fact-based understanding of current supplier base, supplier economics and major trends in relevant markets.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document also highlights the need for regular reconciliation to identify any discrepancies early on and prevent them from escalating into larger issues.

Next, the document addresses the role of technology in modern accounting. It notes that while traditional methods like ledgers and journals were once the standard, the use of accounting software has revolutionized the field. These tools not only speed up the recording process but also provide real-time insights into the company's financial health. However, it also cautions against over-reliance on technology, advising that users should understand the underlying principles and be able to verify the data entered into the system.

The third section focuses on the importance of transparency and communication. It states that clear and concise reporting is essential for stakeholders, including investors, creditors, and management. The document provides guidelines on how to structure financial statements, ensuring that they are easy to read and provide all the necessary information. It also stresses the importance of disclosing any potential risks or uncertainties that could affect the company's performance.

Finally, the document concludes with a strong emphasis on ethical considerations. It reminds accountants that their primary duty is to the public and to the truth. It outlines the consequences of unethical behavior, such as fraud and misreporting, and encourages a culture of integrity and honesty within the organization. The document ends with a call to action, urging all accountants to uphold the highest standards of professional conduct.

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