

# United Arab Emirates Jobs Expertini®

## Procurement Manager - UAE National

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Company: Al Nahiya Group

Location: abu dhabi

Category: other-general

Abu Dhabi, United Arab Emirates| Posted on 09/06/2023 This role requires a strong background in procurement, experience in pre-tendering and awarding contracts, and proficiency in SAP software. The Procurement Manager plays a vital role in ensuring the organization's procurement activities are efficient, cost-effective, and compliant with company policies and industry regulations.

**Pre-Tendering and Awarding:** Market Analysis: Conduct market research to identify potential suppliers, market trends, and pricing dynamics to support informed decision-making. Vendor Evaluation: Evaluate and pre-qualify suppliers based on criteria such as quality, cost, reliability, and compliance with procurement regulations. Tender Preparation: Develop detailed tender documents, including scope of work, technical specifications, and evaluation criteria. Bid Evaluation: Lead the bid evaluation process, analyzing proposals from suppliers to ensure they meet technical and financial requirements. Negotiations: Engage in negotiations with suppliers to secure favorable terms and conditions for contracts. Contract Award: Recommend contract awards to senior management based on thorough analysis and evaluations. Post-Award Purchase Orders/Service Orders: Purchase Orders: Generate and manage purchase orders for goods and services, ensuring accuracy and compliance with contract terms. Supplier Relationship Management: Foster positive relationships with suppliers to maintain strong communication and resolve any issues or disputes that may arise. Cost Control: Monitor and control procurement costs, identifying opportunities for cost savings and efficiency improvements. Compliance: Ensure all procurement activities are in compliance with company policies and relevant regulations. Procurement Experience: Strategy Development: Develop and implement procurement strategies aligned with the organization's goals and

objectives. Contract Management: Oversee the management of procurement contracts, including renewals, modifications, and terminations. Risk Management: Identify and mitigate procurement-related risks to minimize potential disruptions to the supply chain. Performance Metrics: Establish key performance indicators (KPIs) to measure and improve the effectiveness of the procurement function. SAP Competence: SAP Utilization: Proficiency in using SAP or similar procurement software to manage procurement processes, track expenditures, and generate reports. Data Analysis: Utilize SAP to analyze procurement data, identify trends, and make data-driven decisions. Requirements Bachelor's degree in business, Supply Chain Management, or a related field (Master's degree preferred). Minimum of 10 years of experience in procurement, with a focus on pre-tendering, awarding contracts, and post-award management. Strong knowledge of procurement best practices, industry standards, and regulations. Excellent negotiation and contract management skills. Proficiency in SAP or other procurement software. Strong analytical and problem-solving abilities. Excellent English communication and interpersonal skills. Leadership experience in managing a procurement team (if applicable).

#J-18808-Ljbffr

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