

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).

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