

United Arab Emirates Jobs Expertini®

Procurement Officer (Arabic Only)

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Company: Alfarahuae

Location: abu dhabi

Category: other-general

Candidate who are currently living in Abu Dhabi only or willing to relocate in Abu Dhabi.

Preferred Experienced in Contracting Company.Immediate joiners preferred.Candidates in visit visa/ Cancelled visa are encouraged to apply.Procurement Officer

Responsibilities:Overseeing and supervising employees and all activities of the purchasing department.Preparing plans for the purchase of equipment, services, and supplies.Following and enforcing the company's procurement policies and procedures.Reviewing, comparing, analyzing, and approving products and services to be purchased.Managing inventories and maintaining accurate purchase and pricing records.Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.Maintaining good supplier relations and negotiating contracts.Researching and evaluating prospective suppliers.Preparing budgets, cost analyses, and reports.Procurement Officer

Requirements:Degree in accounting, business management or a similar field preferred.4+ years of experience as a procurement officer or in a similar position.Proficiency in Microsoft Office and purchasing software.Strong communication and negotiation skills.Good analytical and strategic thinking skills.

#J-18808-Ljbffr

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