

Procurement Officer Jobs In Abu Dhabi UAE | Sundus

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We are looking for a dedicated police officer to perform a variety of law enforcement duties and maintain public safety. The police officer's responsibilities will include patrolling assigned areas, responding to calls, investigating diverse incidents, arresting suspects, and preparing incident reports.

Responsibilities:

Overseeing and supervising employees and all activities of the purchasing department.

Preparing plans for the purchase of equipment, services, and supplies.

Managing and supervising personnel and all activities related to the purchasing division.

Developing plans for acquiring of goods, services, and equipment.

Maintaining correct records of purchases and prices as well as managing inventories.

Updating and maintaining supplier data on credentials, turnaround times, product lines, etc.

Researching and evaluating potential suppliers.

Developing cost analysis, reports, and budgets.

Requirements:

Bachelor in accounting, business management or related field

Min 2+ years of relevant experience in a similar role.

Excellent in using Microsoft Office and purchasing software.

Strong communication and negotiation skills.

Good analytical and strategic thinking skills.

#J-18808-Ljbffr

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