

Procurement Officer Jobs In Dubai | DP World

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Location: dubai

Category: other-general

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Responsible for Procurement related activities for assigned vessels and associated division within the group organizations.

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Responsibilities

Handling Fleet requisitions, RFQ, Process PO's, monitoring delivery statuses and updating the stakeholders.

Prepare and manage (PO creation, timely closure etc) the local agents used for the logistics and operational purposes

Assisting the line manager in any other procurement related tasks for other Business Units as needed.

Adhere to Company's purchasing strategies and procedures to meet vessel, shore facility and office goods and services requirements.

Ensure requisitions from supervisors and managers for goods or services are received, processed and controlled.

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Requirement

Monitor the delivery and receipt of goods and services and follow up with key contacts where required.

Periodically provide Managers with order status updates on the key project procurements.

Process invoices accruals and forward to Accounts Payable on completion

Liaise with key contacts to ensure accurate cost allocation of invoices

Prepare periodical reporting: requisition status reports – invoice status reports

Verification and action on Open PO reports and clearing o/s POs on a timely basis

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