

Procurement Officer Jobs In Dubai | ZPMC Middle East

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Company: ZPMC Middle East

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Procurement Officer Jobs In Dubai | ZPMC Middle East

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- Identify equipment and spare parts needs based on sales forecasts and customer demands.
- Collaborate with the sales and operations teams to determine procurement requirements and priorities.
- Research potential suppliers, comparing pricing, quality, and delivery options.

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Responsibilities

- Maintain strong relationships with existing suppliers and cultivate new vendor partnerships.
- Ensure timely and accurate processing of purchase orders and related documentation.
- Monitor inventory levels and optimize stock levels to meet customer demands and minimize excess stock.
- Conduct regular market analysis to stay updated on industry trends and pricing fluctuations.
- Coordinate with logistics and warehouse teams to ensure smooth inbound shipments and inventory management.
- Resolve any discrepancies or issues related to orders, deliveries, and invoices.
- Track and report key performance metrics related to procurement activities.

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Requirement

- Proven experience in purchasing, procurement, or supply chain management, preferably in the heavy equipment / spare parts (preferred).

- Strong knowledge of heavy equipment and spare parts, including technical specifications and industry standards.
- Excellent negotiation skills and the ability to build and maintain strong vendor relationships.
- Proficiency in using SAP is a plus.
- Strong analytical and problem-solving abilities.
- Effective communication skills and the ability to work collaboratively in a team environment.
- Detail-oriented with a high level of accuracy in processing orders and documentation.

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