

Procurement Specialist Jobs In Abu Dhabi | Khalifa University

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Company: Khalifa University

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

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About the job

Job Purpose

Procurement Specialist is responsible for coordinating and assisting with procurement initiatives and services and to perform necessary Procurement procedures for the acquisition of supplies and services

such as general items, Consumables, Instruments, equipment, tools, motor, spare parts, Furniture, chemicals, consulting services, industrial jobs and service contracts.

Key Roles & Responsibilities

Operational Responsibilities

- Process purchase requisitions, purchase change orders and requests for quotes for suppliers
- Develop and investigate supply sources, issue requests for quotations, proposals or bids for those items not covered by an existing purchase arrangement
- Prepare and maintain the approved supplier list according to policies and procedures in place
- Coordinate with suppliers, locally, regionally and internationally, to update their records
- Understand the Scope of Work, conduct a comparative market analysis to determine suppliers'

sources and product availability

- Process purchase orders according to approved procurement plan and budget
- Develop bidding materials such as the request for quotation (RFQs) / request for proposal (RFPs) in

coordination with requesting department

- Prepare and maintain Procurement records, reports, price lists, and comparison sheets for received

quotations

- Negotiate with selected suppliers to ensure best value delivered to the University
- Maintain supplier relationships to ensure procurement of high quality merchandise, expedient

delivery, and dependable service at optimum price

- Handle urgent requests that need to be purchased online or from local vendor
- Follow up and update end-users regarding their requisitions
- Prepare supplier evaluation forms in coordination with requesting department and according to

applicable policies and procedures

- Comply with and maintain knowledge of applicable rules, legislation, regulations, Procurement

activities, payment terms and best practices

- Adhere to the University's information security and confidentiality policies and procedures, and

report breaches or other security risks accordingly

- Coordinate with other departments to facilitate the accomplishment of tasks and responsibilities, as and when needed

- Perform any other tasks assigned by the Line Manager

Desired Skills and Experience

Qualifications & Experience

Required Qualifications

Bachelor's degree in Business Administration or equivalent.

Required Experience

Expats: A minimum 5 years of relevant experience. UAE Nationals: A minimum of 0-1 years

of relevant experience

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