

Purchase Officer

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Company: Caliberly

Location: Abu Dhabi

Category: architecture-and-engineering

Job TitlePurchase Officer

LocationAbu Dhabi, UAE

Job Description:

We are seeking a competent and experienced Purchase Officer specializing in Steel Materials to join our team in Abu Dhabi. The ideal candidate should possess a strong engineering background and have extensive knowledge of various steel material grades. As a Purchase Officer, you will play a crucial role in sourcing, negotiating, and procuring steel materials for our heavy fabrication and engineering projects.

Responsibilities:

Conduct comprehensive research and analysis to identify reliable suppliers of steel materials, both domestically and internationally.

Establish and maintain strong relationships with suppliers to ensure timely delivery of high-quality steel materials at competitive prices.

Evaluate supplier performance and quality standards to ensure compliance with company requirements.

Collaborate closely with the engineering and production teams to understand project requirements and specifications for steel materials.

Negotiate favorable terms and conditions with suppliers, including pricing, payment terms, and delivery schedules.

Monitor market trends and fluctuations in steel prices to make informed purchasing decisions.

Coordinate with logistics and warehouse teams to streamline the inbound transportation and storage of steel materials.

Prepare and maintain accurate records of purchase orders, invoices, and contracts related to steel materials.

Implement cost-saving initiatives and strategies to optimize procurement processes and minimize expenses.

Stay updated on industry developments, regulations, and best practices related to steel materials procurement.

Requirements:

Bachelor's degree in Engineering or related field.

Minimum 4 to 5 years of experience in procurement, specifically in sourcing steel materials.

In-depth knowledge of different steel material grades, specifications, and applications.

Familiarity with the UAE market and suppliers of steel materials in the region.

Strong negotiation, communication, and interpersonal skills.

Ability to work well under pressure and meet tight deadlines.

Excellent analytical and problem-solving abilities.

Proficiency in MS Office applications and procurement software.

Attention to detail and a commitment to maintaining high-quality standards.

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