

purchase procurement office Aluminium and glass industry

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Company: Delta Management Services

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Experienced procurement officer with a demonstrated history of working in Facade industry, Aluminium glass or metal industry. Skilled in purchasing, Negotiation, Management and Customer service. Procurement professional with a bachelor's degree focused in Business Administration.

The role involves the reduction of stock available materials before placing PO, ensuring the quality of material supplied by the vendor, and certifying the vendor bill. Coordination with departments and Reporting is an important part of the role.

The Job Description shall be as follows:

2-3 years of Purchase experience in manufacturing/construction sector

Going through the PIC and listing out the items to be purchased Regular items Long lead time items

Attend the MTO review meeting and understand all the materials. Contribution in MTO meetings with respect to providing standards, value engineering ideas, etc is an important aspect of the role.

Plan purchase in order to receive material in line with production schedule.

Collect stock list and reduce the stock before purchase.

Send the RFQs, collect quotes.

Plan and follow negotiation process. Arrange negotiation meeting with manager/Director and participate in negotiation process.

To release PO with complete information of qty, rate, schedule, payment terms, special conditions if any.

Follow up process and ensure the material is got well within the deliver due date...

To expedite and resolve quality issues with vendors and where necessary, authorize rejections with proper documentation.

To certify the bills of the vendors as per PO and process for accounting. Providing Debit notes details, ensuring original invoice reaches to accounts is an important responsibility.

To keep a data of all the vendors category-wise for ready reference.

Take initiative in sourcing new vendors and empaneling them as per company policy.

To report to the director with CC to planning and Finance

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