

## Purchasing Coordinator Jobs in Dubai | SOFITEL Careers

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Company: SOFITEL

Location: , Dubai, United Arab Emirates

Category: other-general

## Purchasing Coordinator Jobs in Dubai | SOFITEL Careers

### Job Responsibilities:

Maintain a good relationship with all departments.

Handle Telephone inquiries.

Maintain disclaimers, credit applications and vendor information.

Prepare and Maintain Vendor Opening Form for new vendors.

### Job Requirements:

College diploma or equivalent qualifications

Knowledge of Material Controls

Excellent knowledge of Microsoft Office mainly EXCEL.

Minimum 2-3 years experience in purchasing/stores environment.

#J-18808-Ljbffr

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