

Purchasing Manager Jobs In Dubai | Hilton

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Company: Hilton

Location: Dubai

Category: other-general

Purchasing Manager Jobs In Dubai | Hilton

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As Purchasing Manager, you will work with suppliers to negotiate contracts, purchase required goods, and keep accurate records of transactions, trends, and performance with vendors.

Specifically, you will be responsible for performing the following tasks to the highest standards:

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Responsibilities

Obtain competitive quotations for hotel requirements and ensure that the best product is sourced and purchased, using Group Nominated suppliers where applicable

Ensure locally Nominated supplier information is kept current

Manage the database of active local contracts with suppliers

Ensure Purchasing Manual is current

Adhere to quality procedures and standards and oversee purchasing administration such that all Hilton policies and standards are upheld

Work with the Finance Manager / Director to draft the annual budget

Maintain a record of commitments for all budgets and ensure that the relevant senior managers are constantly informed of updates

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Requirement

Previous experience in purchasing/procurement
Strong financial knowledge and ability to work with budgets
Computer literate, with good Microsoft Excel skills
Good time management and organisation skills
Accountable and resilient
Ability to work under pressure at all times

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