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Purchasing Officer Jobs In Dubai | SABIS

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Purchasing Officer Jobs In Dubai | SABIS

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Performing all tasks assigned by the Purchasing Manager (PM), including conducting research on potential vendors/suppliers, inspecting goods, updating records, purchasing products, negotiating pricing, and preparing reports.

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Responsibilities:

Conducting product research and resourcing new potential suppliers/vendors both inside and outside the U.A.E.

Sourcing materials, goods, products, and services at the best market deals.

Evaluating suppliers/vendors' performance regularly and according to set KPIs.

Negotiating contract terms of agreement and pricing with suppliers/vendors.

Performing inventory inspections and reordering supplies and stock as and when needed.

Receiving and inspecting order deliveries and reporting any discrepancies in quality or quantity compared to agreed-upon specifications.

Maintaining and updating records for all supplier/vendor purchase orders, in addition to preparing reports on purchases and cost analysis.

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Requirement

Ensuring all projects are completed to client-specified standards, meet their quality expectations, and adhere to all delivery commitments.

Entering order details (e.g., vendors, quantities, prices) into ERP software.

Assisting the Purchasing Manager (PM) with the daily and monthly reporting on the system, in addition to the yearly tendering exercise, tracking, and maintaining vendor agreements.

Performing other related tasks as they arise and as delegated by Management.

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