

## Purchasing Supervisor Jobs in Dubai | DoubleTree By Hilton Jobs 2022

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Company: DoubleTree By Hilton

Location: dubai

Category: other-general

1- Purchasing Supervisor

Job: Full Time

Location: Dubai, UAE

Description:

As Purchasing Supervisor, you will supervise the purchase of goods and materials required by the hotel in adherence to policy and with cost reduction and profitability in mind. Specifically, you will be responsible for performing the following tasks to the highest standards:

**Job Responsibilities:** Assist the Purchasing Manager with the purchasing of all goods and equipment required by the hotel

Supervise the purchase of correct goods and materials at a competitive price and proper quantities/volumes

Assist the Purchasing Manager with regularly report on goods purchased and inventory levels so to allow for more effective future purchasing

Report all monthly savings to the hotel Team  
**Job Requirements:** Previous experience in a high volume Accounts function

Computer literate, with good MS Excel skills

Good time management and organisation skills

Passion for providing an exceptional customer service experience#J-18808-Ljbfrr

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