

United Arab Emirates Jobs Expertini®

SSC Purchasing Officer Jobs in Ras Al Khaimah | Hilton Hotels Jobs

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Company: Hilton Hotels & Resorts

Location: ras al khaymah

Category: other-general

SSC Purchasing Officer Jobs in Ras Al Khaimah | Hilton Hotels JobsDescription:

A Purchasing Officer is responsible for ensuring timely delivery of goods and services at best price and quality to various departments of the Hotel, based on the Purchase Requests allocated. The position ensures that the best value services and products are provided to the Hotels, ensuring smooth operation, guest satisfaction and reduction in operation costs.

Job Responsibilities:Review and obtain competitive quotes for the RFQ's allocated to him/her, following the Hilton Supply Management Policies and established SOP's
Liaise with respective departments of the hotel/s and obtain clarifications on RFQ's if required.

Negotiate for best price and process Purchase Orders based on approved quotes.

Follow-up the approvals of the PO's and ensure timely delivery of goods and services

Maintain and update Birch Street Catalogues of high-volume items.**Job**

Requirements:Excellent Communication (verbal and written)

Should be a good team player

Should be resilient and able to perform well under pressure

Good Negotiation Skills#J-18808-Ljbffr

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