

Warehouse Administrator Jobs in Dubai 2023 | Dubai Parks and Resorts

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Warehouse Administrator Jobs in Dubai 2023 | Dubai Parks and Resorts

1- Warehouse Administrator

Job: Full Time

Location: Dubai, UAE

Description:

Warehouse & Procurement Administrator is responsible for managing the Warehouse operations providing business controls and administrative support to the team, also responsible for handling the procurement process from initiation to post award administration.

Job Responsibilities: Work as an active team member

Prepare documentation and inventory for audits

Review the PRs and process POs and transmit them to the vendors

Booking GRN for goods received at the WH

Report damaged or defective received goods

Communicate with the vendors (Follow ups for deliveries, return of damaged goods)

Provide administrative support to the Procurement team

Job Requirements: Bachelor's degree
Fluency in English (Oral and written)

Good Communication and Negotiation skills

Literate with Operating software, MS office products

1-3 years' experience in Administration and procurement#J-18808-Ljbffr

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