



AL FARIS

Position: Procurement Manager	
Qty required: Open	Work location: UAE, DXB
Min. years of experience: 8+	Age limit: 30+

Our company is looking for a **Procurement Manager**

1. JOB PURPOSE:

Looking for experienced **Procurement Manager**

2. QUALIFICATION:

Bachelor's degree / Masters (Logistics or Supply Chain)

3. EXPERIENCE:

8+ Years in the field of Heavy Lifting, Land & Marine Transport

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
- Preparing procurement reports.

6. REQUIREMENTS

- Proven experience managing supply chain operations.
- Experience using supply chain management software and tools, including Oracle, SAP Ariba, and/or Envision.
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Highly organized and detail-oriented.
- Excellent analytical and problem-solving skills.

Those interested kindly forward CVs to jobs@alfarisuae.com