

Procurement supervisor

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Company: Albawardi Group (Dammam)

Location: Saudi Arabia

Category: other-general

Job Summary

Procurement Planning

- Prepare a complete procurement plan for Attken and update the plan with changing requirements
- Coordinate with purchasing team to understand their requirements and plan the purchase and delivery schedule accordingly
- Oversee all activities related to procurement of materials starting from the intent to purchase to delivery of materials

Procurement Operations

- Supervise preparation and issuance of purchase orders and change notices
- Oversee the material delivery and coordinate with purchase coordinators in individual divisions for issues
- Responsible for making sure quality of materials delivered matches with specifications mentioned in purchase orders
- Coordinate with QA/QC to ensure quality standards are maintained

Review the contracts and purchase orders

- Review purchase order claims and contracts for conformance with company policies

Establish and follow best practices

- Develop and install clerical and office procedures and practices. Studies work flow, sequence of operations, and office arrangement to determine expediency of installing new or

improved office machines

- Develop and maintain a system to evaluate suppliers/freight forwarders/ clearing agents performance
- Analyze market and delivery conditions to determine present and future material availability, and prepare market analysis reports to assist Procurement manager in making informed decisions in pricing and negotiation
- Design, implement, manage, and monitor procurement reporting systems to meet company requirements
- Ensure all steps and transactions, both monetary and non-monetary, are processed through ERP systems

Documenting and Reporting

- Prepare a weekly and monthly reports on the key aspects like materials purchased, schedule of delivery etc. and present it to Procurement manager
- Provide material and cost report as required by management
- Ensure all the supply documents, port documents and customs documents are in place for smooth customs clearance
- Ensure all the data relating all the transactions, payment and suppliers in entered into ERP system.
- Cost of Procurement
- Quality of materials procured
- Relationship with suppliers

Skills

- Cost of Procurement
- Quality of materials procured
- Relationship with suppliers
- Business Continuity
- Timeliness of material receipt

Desired Candidate Profile

Education:

Bachelor of Business Administration(Management)

Gender:

nm

Nationality:

Any Nationality

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