

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM

Job Reference No.: JV154

Company Name: **Abu Dhabi System & Information Centre**



مركز أبوظبي للأنظمة الإلكترونية والمعلومات
Abu Dhabi Systems & Information Centre

Company Type: Government

Job Position/Title:	Procurement (Trainee)	Academic Major:	Business & Economics
Salary Range:	29,000 AED to 31,800 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full Time
Nationality:	" Only UAE Nationals"	Gender:	Male
Job Description:	Trainee will be trained on the below tasks for the first 2 years. 1. Sourcing of right product, calling quotations from preferred contractors, ensuring proper deliveries on time, identifying cost effective services and products. 2. Prepare RFPs and analyze the same to prepare Contracts. 3. Analyze management requirement needs, sales and workflow. Prioritize the tenders and prepare all commercial documents, follow up with the other departments and build the pricing system based on cost calculation. 4. Ensure services compliance quality standards and improve cost savings. 5. Coordinate with different Project Managers as to the requirements of different projects and requirements. 6. Material procurement and price negotiation, market research and suppliers identification as well as general administrative of purchase function. 7. Plan acquisitions of all inventory used in the organization and evaluate vendor quotes for all materials and take procurement action on a timely and cost efficient manner. 8. Review and analyze the information on purchase requisitions to see that it complies with organization standards. 9. Follow-up outstanding stock and procurement issues. 10. Responsibilities including assessing and reviewing of technical specifications and requirements. 11. Reports to the Procurement Manager and acts as a focal point in coordinating between Procurement and Finance.		
Minimum Qualifications:	Bachelor degree, IELTS 5.5		
No. of Positions Required:	1		
Job Close Date:	01-Apr-2012		

To Apply, UAEU Graduates/Alumni should send their CVs to:

hr@adsic.abudhabi.ae

JOB NAVIGATOR

Locating Your Career Path