

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV214

Company Name: Advanced Integrated Systems (AIS)



Company Type: Private

Job Position/Title:	Procurement Assistant	Academic Major:	All CBE Majors
Salary Range:	24,000-30,000 AED	Years of Experience:	Fresh Graduate or 1-3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male/Female
Job Description:	Job Responsibilities: • Receive purchase requisitions from different departments/projects • Assist in sourcing vendors for specific commodity • Send RFPs to vendors for small values. • Interact with the suppliers on a day to day basis. • Review deliveries against the orders. • Track the status of any orders. • Generating reports, when required. • Creating draft POs in system for procurement officer/Procurement Manager Approval. • Buying from market directly by using PT cash Or Visa (for some cases).		
Minimum Qualifications:	• Bachelor Degree. • English Language. • Computer skills, word, excel, email. • Communication & negotiation skills.		
No. of Positions Required:	6		
Job Close Date:	Open Until Filled		

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

salzaabi@a-i-systems.com
recruit@a-i-systems.com
hr@a-i-systems.com

And

JN@uaeu.ac.ae

Please mention "**Job Reference No.: JV214**" in your email title in case we lost your information during filing.
Only doc/PDF/Zip files are acceptable.

