

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

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

Job Reference No.: JV381

Company Name: Abu Dhabi Systems & Information Center

Company Type: Government



مركز أبوظبي للأنظمة
الإلكترونية والمعلومات
ABU DHABI SYSTEMS &
INFORMATION CENTRE

Job Position/Title:	Procurement Officer Trainee	Academic Major:	All CIT Majors and All CBE Majors
Salary Range:	Competitive Salary	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	Responsible for developing and maintaining a purchasing system enabling the control of all purchasing activities for the organization so that the right quality, products and service are sourced at the best price and time. • Sourcing of right product, calling quotations from preferred contractors, ensuring proper deliveries on time, identifying cost effective services and products. • Prepare RFPs and analyze the same to prepare Contracts. • 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. • Ensure services compliance quality standards and improve cost savings. • Coordinate with different Project Managers as to the requirements of different projects and requirements. • Material procurement and price negotiation, market research and suppliers identification as well as general administrative of purchase function. • 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. • Review and analyze the information on purchase requisitions to see that it complies with organization standards. • Follow-up outstanding stock and procurement issues. • Responsibilities including assessing and reviewing of technical specifications and requirements. • Reports to the Procurement Manager and acts as a focal point in coordinating between Procurement and Finance.		
Minimum Qualifications:	• Bachelor degree (GPA3.00 And above) • Excellent typing, administration and organization skills • Ability to work with PowerPoint, excel and word • Excellent communication skills		

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	• Able to work independently and unsupervised • Able to work under pressure • A good team player Knowledge of the IT industry • Mention any additional requirements, skills, languages
No. of Positions Required:	1
Job Close Date:	3 Weeks

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

mansour.alblooshi@adsic.abudhabi.ae

JOB NAVIGATOR

Locating Your Career Path



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