

Center for Career Placement & Alumni
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.: JV652

Company Name: The Center of Waste Management - Tadweer

Company Type: Government



Job Position/Title:	Procurement Officer	Academic Major:	Marketing
Salary Range:	28,000 - 31,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abdu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	Implement supplier and outsourcer guidelines, obligations and service level agreements for the organization. • Ensure all purchasing policies and procedures are reflecting in contracts the organization enters with specific vendors, in conjunction with division specific requirements. • Reviews bids from vendors for conformity to contract requirements and identify and recommends acceptable bids in coordination with Contract Specialist and First level officer, Procurement • Participate in interviewing, identifying and qualifying potential vendors and suppliers in order to secure more cost effective sources of products and services. • Negotiate pricing, terms and conditions of sale and warranties of goods and products with key suppliers and vendors. • Prepare bids, process specifications, test and progress reports, and other exhibits that may be required. • Actively participates in designing of RFP's and RFQ's with First level officer, Procurement and works closely with other divisions to gather all required information for drafting RFP or RFQ. • Request amendments to or extensions of contracts. • Act as liaison between the organization and suppliers / vendors.		
Minimum Qualifications:	• Bachelor degree • Communication Skills, • Ability to work independently • Self-Management.		
No. of Positions Required:	2		
Job Close Date:	30-Nov-14		

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

univ.jobs@cwm.ae

