

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV804

Company Name: Masdar Institute



Company Type: Semi-Government

Job Position/Title:	Support Service Officer - Developee	Academic Major:	Supply Chain Management & Logistics
Salary Range:	30,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full Time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	- Searching for prices from different services providers in order to get the best possible deal - The support will be given to the following activities but not limited to: - Transportation/Catering/Courier/Printings/Events/Travel - Develop requirements and controls to ensure that the vendors are managing the services in accordance with set objectives of Masdar Institute in terms of cost and quality - Understand the needs of the employees and provide optimum service in line with the MI's Policy - Provide initiative in developing the services policy to ensure that the best practices are being implemented - Arrange and coordinate all the services requests. - Resolve complaints from end-users relating to service section - Create, develop and adjust forms where needed - Prepare reports on the number of travels of all categories and provide statistics on the price ranges in relation to the seasons - Understand the requirements and details of the event and liaise with the Marketing and Corporate Communications team in establishing the desired outcome - Responsible for providing the most cost-effective alternatives when reserving the venue for all the events - Negotiating prices to acquire the best deals in the market - Organize and manage the execution of the events, conferences, and seminars - Assisting Procurement Section in processing orders whenever required.		

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	- Analyzing markets to determine vendor's sources and product availability. - Purchase reapproved items. - Receive quotations from various suppliers for requested services. - Prepare comparison statement for received quotations. - Processes purchase orders including sorting and researching. - Evaluate bids to ensure compliance with specification. - Ensure compliance of purchasing activities with MI regulations
Minimum Qualifications:	Bachelors in Supply chain & Logistics
No. of Positions Required:	1
Job Close Date:	Until filled

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

hr@masdar.ac.ae

