



JOB DESCRIPTION

Role: Executive – Aviation Procurement

Experience: 0yrs to 5yrs

Location: UAE – Sharjah/ Dubai

Position and remuneration: As per Industry and experience

Major Areas of Responsibilities and not limited to:

- Responsible for the procurement of Aircraft parts from various OEMs/ suppliers /sites.
- POL sourcing
- Source and purchase machinery, equipment, tools, raw material, packaging materials, parts, services, and/or supplies necessary for the Aviation Industry.
- Compile and analyze statistical data to help determine prospects of buying products and to help establish price objectives.
- Consult with suppliers and learn to analyze suppliers' operations and determine lowest cost consistent with quality, reliability, and ability to meet required deadlines.
- Evaluate quotations, negotiate prices, recommend suppliers, follow up orders placed, verify deliveries, approve payments, and maintain necessary documentation.
- Develop and maintain good business relations with internal and external customer base.
- Generating MIS reports
- Follow-up End-to End process of Procurement.

Requirement:

- Bachelor's or Master's. **Preference to AME/ Aviation Engg segment**
- Preferred Experience in Procurement from the Aviation Industry.
- Proficient computer skills, including Microsoft Office Suite/ ERP module functions.
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Organized and able to effectively evaluate and prioritize workload
- Individual performer who gets along with the team work.

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