



JLX International DMCC

Office 27-A, Gold Tower, Cluster I, Jumeirah Lakes Towers,
Dubai, United Arab Emirates, P.O. Box 338486
Telephone Number: +971 4 5542600 | Fax: +971 4 5548129
www.jlx-international.com | Email: info@jlx-international.com

Job Title: PROCUREMENT OFFICER

Monthly Salary: To be discuss upon Interview

Preferably: Man | 25-35 Years Old | Any Nationality

Mandatory: Valid U.A.E Driving License

Requirements/Qualifications:

- Must have a strong connection in the U.A.E. Market
- Extensive knowledge to Contraction and Oil & Gas Materials
- Ability to negotiate, establish, and administer contracts
- Ability to analyze problems and strategize for better solutions
- Ability to work well with management and staff at all levels
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Professional, Goal-oriented and organized team player
- Can adapt quickly to change and deliver under the pressure of deadlines
- Having a pleasing personality
- Proven work experience as a Procurement Officer, or similar role (at least 2-3 years)

Duties and Responsibilities:

1. Assist in the selection of appropriate suppliers, vendors and contractors and maintain good relation with them.
2. Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance.
3. Control and monitor expenses against approved budgets.
4. Develop sourcing strategies, cost saving budgeting and targeting.
5. Negotiate the best deal for pricing and supply contracts.
6. Ensure that the products and supplies are high quality.
7. Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
8. Set and plan how to achieve supplier accreditation and service level management.
9. Payment terms negotiation, optimization and management.
10. Review inventory and updates required.
11. Initiate and keep track of orders.
12. Receive, inspect, and distribute orders.
13. Reconcile or resolve order discrepancies with supplies.
14. Monitor delivery times to ensure they are on time.
15. Accounts to be submitted for payment to vendors on time.

Email your application at cv@jlx-international.com

Please name your email subject with the following format:

“Position applied; Name; Years of work experience”

Example: Drilling Supervisor; Alfred Simpson; 7 Years as Drilling Engr.

Please attach CV in PDF format only.

