

Procurement Specialist

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Company: REYNAERS MIDDLE EAST CO. W .L .L

Location: Manama

Category: office-and-administrative-support

- Upon receipt of order inquiry from the Supply chain, identify the source of materials for each item (Local or Belgium supplied) to choose the most efficient way of providing orders with the most optimal price.
- In order processing, check the approved payment conditions, approved color(s), delivery conditions, urgency, client delivery details, priority articles, batch deliveries, new dies, and other related information before supplier processing.
- Prepare the purchase sheet for suppliers, follow-up the acceptance orders, check the details of orders, send the approved orders to suppliers, and communicate all supplier and client requirements related to charges and delivery.
- Follow-up URGENT orders, due orders for delivery, balances for deliveries, dispatch to client setc.
- Update the delivery Schedule to Supply Chain Officer.
- Upon supplier delivery, provide supplier delivery advice and delivery notes to Supply Chain Officer for client reference.

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