

## Supply Planning Associate

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Job Description - Supply Planning Associate (SUP)

### Job Description

Supply Planning Associate (

**Job Number:**

SUP )

### Description

Acquire requisitions, items/services for the operation, grant purchase orders to preferred suppliers, and resolve problems with supply orders

Gather and submit all necessary information and documents on suppliers/service providers and submit them to corresponding internal departments; Conduct continuous research to locate new potential suppliers and stay abreast to new products.

Assist and coordinate with Shared Services Center day-to-day activities and end of month closing to ensure an optimal service level

Manage the warehouse team on deliveries from and to warehouses; Monitor warehouse operations cost and maintain an optimized stock level for non-merchandise items  
Follow up on licenses renewal, marine insurance claims, obtaining necessary approvals and registering items at both private and public organizations to ensure a smooth flow of supply chain

Validate purchase orders and invoices, oversee and negotiate small category contracts and conduct value analysis and perform contract administration when needed.

## **Qualifications**

Bachelor's Degree in a related field or equivalent technical degree (TS)

0-2 years of experience in a similar field

Fluency in English

Communication Skills: level 2

Customer Focus: level 2

Commercial Understanding: level 1

Planning and Organizing: level 1

Attention to details: level 2

Teamwork: level 2

Initiative: level 2

## Primary Location

: Bahrain-Bahrain, Manama

## Schedule

: Full-time

## Unposting Date

: Ongoing

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## Cross References and Citations:

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