

Assistant Purchasing Officer

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Company: American International University, Kuwait

Location: Jahra

Category: office-and-administrative-support

Work closely with different departments to provide excellent service.

Ensure timely delivery of goods /shipments.

Liaison with concerned departments and reduce purchasing cost by obtaining best competitive

Ensure all purchase requisitions are processed on time.

Ensure competitive quotations are obtained for all purchases with a view to reduce costs.

Ensure timely follow up of outstanding orders for their timely delivery.

Ensure timely follow up of all shipments and its clearance from customs in liaison with freight forwarders and other officials.

Ensure goods receipts are done on time and accurate and discrepancies in delivery are identified and initiate corrective action.

Conduct competitor analysis to identify popular products

Good understanding of Local Kuwait Market

Excellent interpersonal and social skills

Good verbal and written communication skills

Positive and professional demeanor

Flexible to travel to meet with suppliers, distributors and manufacturers as required

Ensure timely submission of all reports to management as per their requests.

Raise purchase orders from the system and delivery of them to suppliers without any delay.

Periodic review of outstanding purchase requisitions and follow up.

Minimum Requirements:

College level in Business Administration/Management, Finance or equivalent

Minimum two years' experience in the same field

Proficiency in working with personal computers and other related hardware/software

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