

Category Officer

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Company: Hassan Abul

Location: Hawally

Category: office-and-administrative-support

Job description: Proactive and willing to learn more about the product while closely working with the category manager. Should maintain updated and accurate records and present it to the manager or management as and when requested. Conduct market analysis to understand the price range for the product in the market and analyze whether the business is in line with the price margin. Verify the Purchase invoice and create part codes across the three regions of Kuwait, UAE, and Qatar

Duties and responsibilities: Attend to customer enquiries such as price of the product, availability, estimate date of arrival, etc. Meticulously maintain and review purchase orders, shipping updates, inventory count, etc. Propose the selling price to the sales staff. Create part code for all three regions of Hassan Abul, i.e., Kuwait, UAE and Qatar. Propose the amount of stock to be ordered. Create a Request for Quotation from the suppliers and verify with existing data in order to select the best quotes. Verify the purchase invoice in order to confirm whether the items quoted are in line with the items requested. Create purchase orders. Prepare a comprehensive Purchase and Sales report on a periodical basis. Image & product details updating. Diligent in record management by filling all essential documents in relation to various orders. Samples/ Merchandising materials distribution

Skills: Bachelor's degree in business administration, finance, purchasing, or a relevant field is required. 3-5 years of experience in the procurement field along with previous experience in the wood and sanitary industries. Ability to source new and appropriate suppliers who provide the required orders on time with standard quality. Outstanding negotiation skills for obtaining the best deals from suppliers and liaising with the procedures. Prior knowledge of the required procurement documents and

procedures. Excellent problem-solving, and negotiation skills. Strong accurate attention to detail for maintaining the procurement records, and verifying the delivered stock on a regular base. Solid time management skills ensuring that the purchasing order is accomplished as per the timeline. Maintain positive relationships with suppliers and negotiate prices on a regular base. Excellent in a bilingual language is preferred.

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