

## Driver for purchasing department

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Company: Empower

Location: Kuwait City

Category: office-and-administrative-support

Maintaining cordial workingrelationships with vendors and supervising vendoractivities

Signing and reviewing purchasingagreements with vendors, monitoring their performance andrenegotiating contracts

Using quarterly andannual data to determine purchasing needs and performing inventorymanagement

Managing purchase orders, overseeingshipping schedules and maintaining purchaserecords

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Generated on: 2024-05-06 by Expertini.Com