

SERVOCHEM

Position/Designation:			Position Location
Purchase Coordinator			U.A.E.
Reporting To			Reporting Location
Business Manager - MENA Region			Umm Al Quwain & Abu Dhabi
Experience			Qualification:
2 to 4 years			M.Sc. / B.Sc. (Chemistry)
<p>Job Requirement: Candidate must be Young, Self-Driver, Ambitions & having work experience in the same field to build and develop new as well as existing channels for our product.</p>			
<p>Servochem Middle East seeks a Purchase Coordinator with sound knowledge in chemical industry, especially in Petrochemicals, Water Treatment & Specialty Chemicals.</p>			
Job Responsibilities :			
To Float inquiry through the mail, negotiation with vendor, and finalize the Purchase order			
Executing PR to PO and ensuring the supply of material within the time limit			
Techno. Commercial agreement execution			
Timely closure of quality document requirements			
Spend time to source & analyze potential suppliers domestic + international as possible vendors			
Perform risk management & supplier scoring regarding supply			
Review purchase orders to ensure product cost, payment terms, product information, and			
Strong chemical background to be able to carefully review COA / TDS of the product and be able to negotiate accordingly.			
Qualifications:			
Prior experience as a Procurement Executive in Chemicals Industry			
Graduate degree in Science Commerce from reputed and recognized University in India			
Must have experience in Global Purchasing			
Understanding of Quality control processes			
Strong Excel & Computer Skills is Mandatory			
Strong Negotiation Skills			