



## Overseas Distribution Company – Procurement Manager Dubai

### Procurement Manager

The Procurement Manager is responsible for supporting the Head of Procurement in executing procurement strategies and managing supplier relationships across various product categories. This role involves contributing to cost optimization, ensuring quality standards, and assisting in the coordination of procurement activities with sales and category managers.

#### Key Responsibilities:

- Manage supplier records, contracts, and documentation to support procurement transparency and compliance.
- Monitor supplier performance using defined KPIs and escalate issues or risks as needed.
- Collaborate with the Head of Procurement to enhance supplier service levels and overall satisfaction.
- The Procurement Manager is also responsible for executing purchase orders accurately and efficiently, ensuring alignment with supply chain requirements and internal procedures.
- Maintain optimal stock levels for assigned product-supplier combinations and provide data-driven input for decision-making.
- Support timely and accurate supplier payments and resolve discrepancies in coordination with the finance team.
- Demonstrate a solid understanding of various product categories, supplier profiles, and procurement workflows.
- Work confidently with procurement systems like Slimstock, Power BI, and Jira to analyze data and process purchase orders efficiently.
- Assist in projects focused on improving the digitization of procurement tasks and processes.

### Required Skills & Qualifications

- Bachelor's degree in Economics related degree, Supply Chain Management, Business Administration, or a related field.
- 5+ years of experience in procurement, supply chain management, or related roles.
- Experience with procurement systems, data analysis tools, and project management tools.
- Strong analytical skills and a proactive mindset.
- Excellent organizational, communication, and problem-solving skills.

- Ability to work cross-functionally and manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office Suite and relevant procurement software.
- Flexibility to work across different procurement domains and adapt quickly to shifting priorities.

## **What we offer:**

- A full-time position (Monday to Friday) with a permanent contract from day one.
- A workplace at Jafza One Tower B (Office 2410), Jebel Ali Free Zone, Dubai.
- The opportunity to work in a financially stable and global business environment.
- Regular interaction with international contacts and exciting, diverse projects.
- A competitive compensation package including housing and transportation allowances, medical insurance, 30 days of annual leave, and benefits aligned with your skills and experience.
- A great team culture and an ambitious, fast-growing company that values talent and excellence.

### About Overseas:

Overseas is a highly ambitious organization striving to be the leader in our industry. To achieve this, we seek top talents who are ready to grow with us. Are you ready to take on this exciting challenge and showcase your talents? Take the next step in your career—join us in Dubai and be part of something extraordinary!

<http://www.overseas.be/>