

# WE ARE HIRING



Ref No: AIA-HR/ADM/IL/2023/005

Date: 12<sup>th</sup> Mar 2023

Addu International Airport Pvt Ltd

## **Assistant Procurement Officer – Contract (Male' Based)**

### **Requirement / Qualifications:**

- GCE O' Level with 2 years of relevant experience

### **Key responsibilities:**

- Maintain complete updated purchasing records/data.
- Execution and monitoring of all regular purchasing duties.
- Coordinate with user departments and suppliers in the purchasing scope of work.
- Assist in managing and following up International Purchase orders.
- Handling and monitoring of claims to vendors for defectives, shortage, missing parts.
- Support relevant departments with quotations for their purchases.
- Coordinate with suppliers to ensure on-time delivery.
- Responsible for the preparation and processing purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries, and services with suppliers.
- Purchase and issue order in accordance with specification.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Coordinate with Brokers regarding clearing of International Purchases from Customs.

### **Preferred Skills:**

- Excellent verbal and written communication skill
- Proficient in Microsoft Office Applications
- Customer Service oriented
- Able to manage time and prioritize.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.

### **Benefits:**

Salary and allowances will be paid as per company policy.

### **To be attached with the Curriculum Vitae:**

- Addu International Airport Pvt. Ltd.'s Job Application Form. (Can download the form from our website)
- Photocopy of the applicant's National Identity Card.
- Passport size photo of the applicant.
- Attested educational certificate photocopies.
- Reference letter
- Police report (not less than 3 months from the date of issuance)

***\*\* Please note this position is based in Male' City***

***Deadline: 16<sup>th</sup> March 2023***

***Send your applications to [hr@ganairport.aero](mailto:hr@ganairport.aero)***