

JOB DESCRIPTION FORM

Job Title	Procurement & Billing Officer
Location	Dubai
Grade	
Department / Section	Procurement
Contract Type	Permanent
Reference	UE5003

Job Core Functions:

Ensure flawless run of P&B operations and enhancing efficiency, accuracy and compliance with company and legal standards and procedures.

Main Duties

- Manages purchasing orders by preparing bid requests and purchase orders; assigning appropriate tracking numbers reading mail and facsimiles; answering the telephone.
- Mailing, faxing or calling appropriate parties. Verifying and editing terminology and specifications of purchase requests.
- Manages offer requisitions filled by customers by preparing offers.
- Oversees the billing process.
- Maintains and controls the inventory.
- Keeps customers informed by confirming and clarifying orders; noting shipping or backorder delays.
- Ensures delivery and payment by routing orders to departments for filing; initiating purchase orders; tracking delayed orders. Preparing payment documents; routing invoices to accounts payable.
- Provides information by answering questions from customers and vendors.
- Maintains historical information by filing orders and related documents.
- Maintains operations by following policies and procedures; reporting changes as needed.
- Prepares reports by collecting, analyzing, calculating, compiling and summarizing information.
- Maintains work flow by sorting and delivering information.
- Processes, organizes and follows up all QMs (Quality Messages) from the service department.
- Processes, organizes all return defective parts under warranty
- Issues all service under warranty invoices in coordination with the service department and insures the submission of the proper documentation
- Issues all service invoices related to the MAN Roland Service Hub in coordination with the service department and insures the submission of the proper documentation.

Key Results Area

Smooth, timely running of operations and appropriate control and reporting

Internal and External Communication Channels

Internally needs to have a close working relationship with all functions, especially accounting and sales
Need for effective working relationship with all suppliers, customers and vendors

Relationships:

Report directly to
Supervise none

Education

HR
The candidate shall have BA/BS in Business Administration or equivalent www.dynagraph.net

Other Qualifications

- 0-3 years of relevant experience
- Very good command of English and Arabic, French a plus

Resources Required

Human:

Equipment: PC, professional software

Others:

Competencies:

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| • Good Knowledge in IT Tools MS office, ERP's Great Plain an advantage |
| • Organised and methodical |
| • Ability to work under pressure |
| • Dependability and initiative |
| • Discipline and ethical integrity |
| • Good communication and interpersonal skills |

Extra Benefits

Disclaimer Clause

Other duties or special projects may be assigned to the job holder as deemed necessary by the work

Name & Signature

Incumbent

Operational Director

HR Director

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