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JOB VACANCY

A leading company in metal trading, processing, and recycling business in the Kingdom of Saudi Arabia

Marketing Officer

- Receive purchase request from Branches
- Maintaining the purchasing policy and ensuring that all purchases adhere to it.
- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Review inventories and order as required.
- Interact with the suppliers on a day to day basis.
- Ensure that any invoices are sent to accounts for payment.
- Produce and maintain all reports.
- Release the PO as per the requirement.
- Market research should be done for price finalizing

Qualification: B.Com

Fluency in English language

Should have 2 years experience in Marketing and field.

Project Coordinator

- Arranging project activities as per schedule
- Coordinating with labours as per the schedule
- Monitoring attendance details of project employees
- Prepare required documents for the project

Qualification: Any degree, with computer skills

Fluency in English language

To apply please send us you're CV at:
rgetjo.com

edu@ta

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