

NILE UNIVERSITY

NU is the first research, Non Profit “Ahleya” university in Egypt . It was inaugurated in 2007 as a world-class, internationally recognized education and research University.

Nile University is seeking to hire:

Procurement Specialist

The Successful candidate will :

- Issue PR and PO for the goods and services required
- Design all quotes for new and existing vendors and recommend improvements to all delivery and process all purchase order requests
- Monitor all purchase orders for appropriate selected sources and maintain regular follow up with all suppliers and coordinate with vendors and place requests for all prices and monitor all bidding activities and recommend efficient source for corporate staff
- Monitor all inventory of products and submit a weekly report of inventory and prepare all purchase plans to meet all sales demands and maintain

Requirements:

- 1-3 years of experience in procurement
- Bachelor's degree
- Very good command of written and spoken English
- Very good command of MS. Office , specially Word, Excel and power point.

To Apply:

Applicants must submit the following documents to careers@nu.edu.eg:

1. A detailed CV highlighting experience as per outlined requirements.
2. Names and contact information (email address is a must) of three references.

For More information

www.nu.edu.eg/careers