

JOB DESCRIPTION

Role: Managerial

Department: Sales and Procurement

Experience: 10yrs to 15yrs (min. 5yrs exp managing a team)

Location: UAE – Sharjah Saif Zone Office

Position and remuneration: As per Industry and experience

Areas of Job Responsibilities but not limited to:

Key goal is to generate revenues, implement and enhance business practices of the existing and potential clientele from General Aviation, Business Aviation and Defense Aviation in consent with reporting top management.

Drive high performance by developing deeper relationships with internal and external customers.

Shall be in charge of tasks like team management, conducting fruitful and engaging meetings, team activities, collating and generating MIS reports and market data, preparing presentations and at times presenting the same in consent with management.

Experienced in Aircraft/Helicopters Parts Supply Chain both buying and selling.

- Detailed knowledge of NSN, NIIN and MIL specification
- Knowledge of import and export rules and regulations of relevant countries. Should possess Hazmat, Shelf Life and Dangerous goods understanding.
- Understanding and awareness of business policies, procedures and processes.
- Knowledge of procurement and Invoicing processes, PO Payment Terms.
- Good reporting skills and knowledge of ERP systems and its timely updates
- Accountable to commitments and be more productive.
- Compile and analyze statistical data to help determine prospects of buying products and to help establish price objectives.
- Consult with suppliers and learn to analyze suppliers' operations and determine lowest cost consistent with quality, reliability, and ability to meet required deadlines.
- Evaluate quotations, negotiate prices, recommend suppliers, follow up orders placed, verify deliveries, approve payments, and maintain necessary documentation.
- Follow-up End-to End process of Procurement and Supply Chain

- Develop/ train and manage a team
- Ensure support to accounts on payment collections beyond credit limits.
- Do whatever needs to be done for all of the above, **ethically**.

Prerequisites:

- Bachelor of Engineering in Aviation / AME
- Experience in Aviation Industry Sales and Procurement as mentioned above JD
- Detail and Result Orientation towards Individual and Team performance
- Communication - Excellent written, verbal and presentation skills
- Proficient computer functional skills, including Microsoft Office Suite/ ERP module
- Organized and able to effectively evaluate and prioritize workload
- Ability to analyze problems and strategize for better solutions
- Arrow Aviation is an Equal Opportunity Employer.