



DP WORLD

Procurement Officer

In April 2016, **DP World Limassol** was awarded a 25-year concession to exclusively operate the multi-purpose and Cruise terminals in Limassol commencing February 2017. The terminal's activities, comprising of three multi-purpose quays, include break-bulk, general cargo, Ro-Ro, Oil & Gas services and the cruise terminal.

Are you passionate about optimizing procurement processes and fostering strong supplier relationships in a dynamic port operations environment? Join DP World Limassol as a Procurement Officer and play a vital role in supporting the efficiency and growth of our operations.

About the Role:

As a **Procurement Officer**, you will be responsible for supporting Department Managers in planning and purchasing inventory, supplies, and capital goods. You'll ensure transparency, compliance, and efficiency across procurement activities, helping us maintain high ethical and operational standards.

Key Responsibilities:

- Support the development and implementation of procurement strategies and policies.
- Assist in forecasting procurement needs and tracking purchasing activity.
- Manage vendor relationships and contribute to supplier evaluation processes.
- Prepare and process purchase requisitions and purchase orders.
- Ensure accurate reconciliation between purchase orders, invoices, and receiving notes.
- Maintain procurement records and price lists.
- Assist in negotiating contracts, prices, and delivery terms with suppliers.
- Monitor compliance with procurement regulations and company standards.
- Resolve product/service issues in collaboration with vendors and internal stakeholders.
- Coordinate with Finance for timely invoice payments.
- Contribute to continuous improvement and cost optimization initiatives.

Requirements:

- University degree in Business Management, Accounting, or a related discipline.
- Proven experience in procurement, ideally within a similar environment.
- Strong knowledge of procurement practices, contract laws, and customs regulations.
- Excellent analytical and negotiation skills.
- High ethical standards and sound business judgment.
- Strong verbal and written communication skills in English and Greek.
- Proficiency in procurement-related software and systems (Navision software is an advantage, but not mandatory).
- Ability to work collaboratively and support internal and external stakeholders.
- Organized, detail-oriented, and proactive approach.



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Compensation

DP World offers exciting and challenging roles within a growing international organization. We strive to hire and develop the right people, locally and globally, stimulating personal growth and self-development within an informal atmosphere. We offer a market competitive compensation package.

About DP World

Trade is the lifeblood of the global economy, creating opportunities and improving the quality of life for people around the world. DP World exists to make the world's trade flow better, changing what's possible for the customers and communities we serve globally.

With a dedicated, diverse and professional team of more than 103,000 employees spanning 75 countries on six continents, DP World is pushing trade further and faster towards a seamless supply chain that's fit for the future.

We're rapidly transforming and integrating our businesses -- Ports and Terminals, Marine Services, Logistics and Technology – and uniting our global infrastructure with local expertise to create stronger, more efficient end-to-end supply chain solutions that can change the way the world trades. The DP World family comprises of Syncreon, Imperial and P&O.

What's more, we're reshaping the future by investing in innovation. From intelligent delivery systems to automated warehouse stacking, we're at the cutting edge of disruptive technology, pushing the sector towards better ways to trade, minimizing disruptions from the factory floor to the customer's door.

If you are interested to apply for this position, please send your CV to careers@dpworldlimassol.com or apply online at www.dpworldlimassol.com/careers. All applications received will be treated in the strictest confidence.