

Procurement & Logistics Executive

Company Overview:

Nordic Homeworx is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialise in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

Position Overview:

As the **Procurement & Logistics Executive** at Nordic Homeworx, you are responsible for ensuring the efficient procurement, importation, storage, and distribution of materials that support the company's residential and commercial projects. You oversee the end-to-end supply chain, ensuring products are sourced at competitive prices, delivered on time, and managed efficiently from supplier to warehouse and ultimately to the customer. Working closely with Sales, Projects, Warehouse, Finance, and suppliers, you play a key role in ensuring materials are available when required while maintaining cost control, accuracy, and operational excellence.

Responsibilities:

Procurement & Supplier Management

- Oversee the procurement of products and services, ensuring timely availability.
- Review and approve purchase orders in accordance with company policies and delegated authority levels.
- Develop and maintain strong supplier relationships
- Monitor supplier performance and resolve issues relating to quality, pricing, delivery or service.
- Identify opportunities to improve purchasing efficiency and reduce procurement costs.

Logistics & Supply Chain Management

- Manage all inbound and outbound logistics, including sea, air and road freight.
- Coordinate international and local shipments to ensure timely delivery to the warehouse and project sites.
- Ensure import and export documentation is accurate, complete and compliant with applicable regulations.
- Monitor shipment progress, proactively resolving delays and communicating updates to relevant stakeholders.
- Work closely with suppliers, freight forwarders and customs agents to ensure efficient movement of goods.

Inventory & Warehouse

- Overseeing warehouse operations in collaboration with the Warehouse Supervisor, ensuring efficient receiving, storage, stock control and dispatch of materials.
- Ensure inventory accuracy through regular audits, stock reconciliations and effective inventory management processes.

Operational Coordination

- Work closely with the Sales, Projects and Warehouse teams to ensure material availability aligns with project requirements and customer commitments.
- Communicate supplier lead times, shipment schedules and expected delivery dates to internal stakeholders.
- Ensure timely communication regarding material availability and potential supply risks.
- Continuously review procurement and logistics processes to improve efficiency, reliability and service levels.

Financial & Administrative Control

- Ensure procurement records, purchase orders and shipment documentation are complete, accurate and up to date.
- Verify supplier and freight invoices before submitting them for payment.
- Support Finance with inventory reconciliations and stock-related reporting.
- Monitor procurement expenditure and contribute to cost control initiatives.

Qualifications / Requirements:

Education:

- Diploma or Bachelor's degree in Supply Chain Management, Logistics, Business Administration or a related field is preferred.

Experience:

- Minimum three years' experience in procurement, logistics or supply chain management.
- Experience managing international shipments and supplier relationships.
- Experience within construction, interiors, fit-out or related industries is preferred
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Skills & Competencies:

- Strong leadership and people management skills.
- Excellent negotiation and supplier relationship management.
- Strong commercial awareness and cost management.
- Excellent organisational and planning skills.
- Strong analytical and problem-solving abilities.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent communication and stakeholder management skills.
- High level of accuracy and attention to detail.
- Proactive with a continuous improvement mindset.

Technical Knowledge:

- Good understanding of procurement and supply chain best practices.
- Knowledge of import/export procedures and freight documentation.
- Strong Microsoft Office and Google Workspace skills.
- Experience using ERP, purchasing or warehouse management systems.
- Fluent written and spoken English.

Why join us?

At Nordic Homeworx, our culture is rooted in trust, care, excellence, and responsibility. We foster an environment where people feel empowered, supported, and confident taking ownership of their work. Respect and empathy guide how we collaborate, while a commitment to high standards drives us to consistently deliver quality and seek continuous improvement. As partners of a leading eco-conscious flooring brand, we are dedicated to sustainable practices that make a positive impact. Together, these values create a workplace where you can grow, feel inspired, and build a meaningful long-term career.

How to apply:

Interested in joining a team where your work truly matters? Send your CV and a short cover letter to careers@nordichomeworx.com and tell us why you'd be a great fit for the Procurement & Logistics Executive role. We look forward to hearing from you!