ERP Specialist, Procurement Support Officer, Senior Procurement Engineer, Senior Software Developer, Senior System & Network Administrator – Beam International

Beam International (Offshore) undertakes a diversity of activities overseas in general trading, construction and building materials, in addition to Engineering services and industrial equipment, supply chain and logistics and commercial representation.

1- ERP Specialist:

Major: degree in Computer Science, Computer Engineering, or any related field.

Experience: 3 – 5 years of experience in software development.

Major Responsibilities:

- Assist in ERP system implementation.
- Perform program customization, configuration, and upgrades.
- Develop and generate new reports, formulas, and functions as needed.
- Review and analyze data reporting.
- Set up and maintain system documentation and process flows.
- Conduct user acceptance testing and troubleshoot issues.
- Troubleshoot and resolve system problems.
- Review and perform system maintenance and testing.
- Research and resolve system failures.
- Analyze the inner workings of the ERP system and support ongoing upgrades.
- Provide user training, user support, and troubleshooting on ERP system.
- Develop and maintain end user training materials.

Additional Requirements:

- Coding experience in programming languages such as AL, C/AL, JSON, .NET, C-Side, PHP, Python, C, C++, C#, VB.
- Knowledge of General business software and aptitude to learn new applications.
- Experience in consulting, implementation and support of an ERP system is necessary (Business Central, Navision, Odoo, JD Edwards).
- Strong analytical and troubleshooting skills.

2- Procurement Support Officer:

Major: degree in Business Administration, or any related field.

Experience: 2 – 4 years of experience.

Major Responsibilities:

- Handle purchase order cycle on the ERP system including item creation.
- Send classical RFQs to suppliers.
- Process payments to suppliers in due time while coordinating with the accounting department.
- Submit invoices to the assigned clients.
- Keep track of pending POs by following up with team members.

- Keep track of team's inquiries log by following up and organizing the submissions by priority.
- Upload and update data on ERP system accurately and in a timely manner.
- Update regularly and maintain procurement records for future use and considerations.
- Assist the team on various day-to-day operational problems as needed.
- Maintain a collaborative relationship internally with the different departments.

Additional Requirements:
- Very good command of English (written and verbal).
- Good interpersonal skills.
- Proficiency in MS Office.

3- Senior Procurement Engineer:

Major: degree in Mechanical Engineering, Electrical Engineering, or any related field.

Experience: 7 – 9 years of experience.

Major Responsibilities:

- Review technical specifications/requirements of assigned RFQs and tenders.
- Negotiate with suppliers on discounts and commercial terms and conditions.
- Prepare, issue, and follow up on purchase orders until receiving the purchase acknowledgment.
- Assist the Supervisor/Team lead in supervising and training the new recruits in the team.
- Review POs and costing sheets prepared by the new recruits to ensure accuracy.
- Develop strong and long-term relationships by driving stronger engagement with suppliers.

Additional Requirements:
- Experience in procurement/estimation is a plus.
- Knowledge of the Oil & Gas Production is a plus.
- Very good command of English (written and verbal).

4- Senior Software Developer:
Major: degree in, Computer Science, Computer Engineering, or any related field.

Experience: 8 – 10 years of experience in software development.

Major Responsibilities:

- Analyze complex technical problems and develop solutions that address them effectively.
- Contribute creative ideas and innovative approaches to solve business challenges.
- Assist with the implementation of the new ERP (Microsoft Dynamics – Business Central).
- Prepare training manuals for users.

Additional Requirements:
- Coding experience in programming languages such as AL, C/AL, JSON, .NET, C-Side, PHP, Python, C, C++, C#, VB.
- Experience in an ERP system is necessary (Business Central, Navision, Odoo).
- Experience with Azure services and cloud- based deployments.

- Experience with Microsoft 365 applications (SharePoint, Power Automate, Power Apps, etc.) is a plus.
- Relevant Microsoft certifications (e.g., Microsoft Certified Dynamics 365 Business Central Functional Consultant) are a plus.
- Excellent problem-solving skills and a proactive attitude towards addressing challenges.
- Effective communication skills to collaborate with both technical and non-technical stakeholders.

5- Senior System & Network Administrator:

Major: degree in Computer Engineering, Computer Science, or any related field.

Experience: 7 – 9 years of experience.

Major Responsibilities:

- Develop and maintain installation and configuration procedures.
- Contribute to and maintain system standards.
- Keep IT setup documentation and procedures up to date.
- Backup and disaster recovery.
- Perform regular security monitoring to identify any possible intrusions.
- Provide company employees with technical support when needed.
- Maintain and keep track of all IT equipment.

Additional Requirements:
- Knowledge in firewall setup and cybersecurity.
- Networking experience in a large office environment, including remote locations.
- Knowledge and experience in Microsoft 365 applications (dynamics, Office, Power App, Power, Automate, SharePoint. Etc.
- Experience in Veeam & Sophos is a plus.
- Experience in working within an ISO9001 Quality Management System is a plus A+ Certification.
- Very good command of English (written and verbal).

How to Apply:
Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802