

Procurement Officer - ENIPROM

A trusted and reliable industrial distributor and oilfield services provider active across all energy sectors

Major: degree in Chemical Engineering, Mechanical Engineering, or any related field

Experience: 1 – 2 years of experience

Major Responsibilities:

- Discuss and Develop the Procurement strategy with the Team Leader in order to select the appropriate vendors to suit the Clients' requirements
- Research, evaluate and shortlist vendors based on quality, service, reliability, competitiveness and their reputation
- Prepare comparison sheets for Supplier's quotes
- Contact Suppliers for product information, pricing, availability, lead time, returns
- Prepare the tabulation based on received offers with all techno-commercial details and clarifications
- Obtain recommendations from suppliers for substitute items, if and when required
- Prepare purchase orders to be placed with the selected vendors
- Place P/Orders and maintain a close follow up on its progress
- Work with other departments in Operations & Logistics to ensure timely shipments and delivery of goods to clients
- Update internal databases with order details (dates, Suppliers, quantities, discounts payment, order status)
- Submit weekly report covering all activities undertaken and duties completed

How to Apply:

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