

Monitoring Specialist, Junior Internal Auditor, Junior Inventory Control and Junior Procurement Officer- Basic Outlet Stores

One of Lebanon's most popular outlet shops, Basic Outlet store offers American brand names and designer fashions

Location: Beirut, Lebanon

Working Schedule: 9 hours/day

1- Monitoring Specialist:

Major: degree in Business Administration, Human Resources Management, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Monitor staff performance
- Rate Staff performance according to certain criteria
- Design specific reports about staff performance
- Monitor through camera for a long time
- Maintain secrecy, honesty and accuracy through monitoring and reporting

Salary: 400\$

2- Junior Internal Auditor:

Major: degree in Accounting and Auditing, or any related field

Experience: 1-3 years of accounting work experience

Major Responsibilities:

- Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets
- Recommend to management any updates to accounting policies related to fixed assets
- Assign tag numbers to fixed assets
- Record fixed asset acquisitions and dispositions in the fixed assets tracking system
- Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed

Additional Requirements:

- Experience in fixed assets management (preferable)
- Excellent report writing, communication and IT skills
- Advanced competency in Microsoft Office and Accounting software packages

Salary: 400\$

3- Junior Inventory Control:

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

Experience: fresh graduates are accepted

Major Responsibilities:

- Conduct daily checks on warehouse transfers and verifies stock counts and documentation to be accurate before releasing merchandise to stores

- Ensure that stock count data is identical to physical stock count data in stores and warehouses
- Submit a daily report with all transfers to the Inventory Control Supervisor
- Communicate with Branch Managers whenever there are discrepancies between sent stock and received stock in the system in order to resolve the issue
- Assist in planning and conducting periodic inventory checks in branches and warehouses
- Assist in monitoring inventory movement data and preparing inventory reports
- Assist in investigating inventory loss incidents and identifying potential causes
- Adapt inventory management processes to support rapid growth and addition of stores

Additional Requirements:

- Knowledge in SQL
- Knowledge in using inventory management systems or ERP systems is a plus

Salary: 500\$

4- Junior Procurement Officer (Maintenance Department):

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Prepare purchase orders on the procurement software Precoro.
- Compare suppliers' bills with purchase orders to verify accuracy.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.
- Review requisition orders to verify accuracy, terminology, and specifications.
- Determine if inventory quantities are enough for needs, ordering more materials when necessary.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.

Additional Requirements:

- Good mathematical skills
- Background in technical terms related to maintenance and facilities management.

Salary: 400\$

How to Apply:

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