

## **Procurement Officer**

*A trading company*

Location: Hazmieh

Major: degree in Business Administration, or any related field

Experience: 5-7 years of experience in supply chain

Major Responsibilities:

- Evaluate and manage relationships with strategic suppliers to minimize cost and maximize benefits
- Communicate the company business objectives to suppliers.
- Assist the country local management team in decision making related to purchasing requirements.
- Build relationships with key stakeholders to gather requirements and specifications while attending to company procurement needs.
- Collaborate with legal, financial and operational entities to draft and negotiate major agreements and supplier contracts.
- Evaluate suppliers' pre-requisition, in order to verify accuracy, terminology, and specifications.
- Manage and monitor supplier performance to ensure that contractual obligations are adhered to.
- Take all necessary measures when possible to reduce cost without compromising quality and standards.
- Negotiate contracts to improve quality, reducing cost and improving efficiency.
- Prepare and review contracts, bids, RFQ (Request for Quotation), RFI (Request for Information) & RFP (Request for Proposal), and suppliers' agreements for commercial terms/conditions, and acceptability of items with pre-set specifications.
- Establish proper filing system for the purchasing orders and documents.
- Follow the pre-set guidelines within the station to ensure effective use of resources.
- Adhere to company compliance and sustainability corporate policies and standards
- Evaluate suppliers' proposals, study the cost versus the value proposed, and prepare recommendations.
- Analyze spending trends and identify opportunities to consolidate spending.
- Take all necessary measures when possible to reduce cost without compromising quality and standards

How to Apply:

Kindly send your CV or contact the Career Service Center, E-mail: [career.services@balaamnd.edu.lb](mailto:career.services@balaamnd.edu.lb), Ext. 7801; 7802