

## **Procurement Officer- Propack**

*Founded in Lebanon in 2015 with the intention of providing the highest technology label printing solutions in the Middle East.*

Location: Moutayleb – Al Meten - Lebanon

Working days and hours: Monday to Friday, from 8:00 a.m. to 5:00 p.m.

Major: degree in Business Administration, or any related field

Experience: 1-3 years of experience as a procurement officer or in a similar position.

### Major Responsibilities:

- Working on all activities of the purchasing department.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products to be purchased.
- Maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, data Sheets and documentation ... etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching for prospective suppliers.
- Preparing reports and analyses to be checked and approved by Procurement management.

### How to apply:

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