

Supply Chain Assistant

For a Leading and famous Lebanese Cuisine restaurant.

Location: Achrafieh

Major: degree in Business Administration, or any related field

Experience: Fresh graduates are accepted

Major Responsibilities:

- Posting all daily invoices, wastages, transfers, production, and requisitions.
- Posting monthly Inventories into Omega software.
- Posting all recurring recipes into Omega software.
- Registering all payments of the daily deliveries on the given excel sheet.
- Handling payments.
- Raising purchase orders.
- Helping in conducting monthly stock take / inventories.
- Checking periodically prices of menus of major players / competitors.

Salary: \$700 Fresh + NSSF

How to apply:

Kindly send your CV or contact the Career Services Center, E-mail:

career.services@balamand.edu.lb, Ext. 7801; 7802