

Vacancies– BEAM

A diversity of activities overseas in general trading, construction and building materials, in addition to Engineering services and industrial equipment, supply chain and logistics and commercial representation.

Location: Adma, Lebanon

1- Procurement Support Officer

Major: degree in Business Administration, or any related field

Experience: 2-4 years of experience

Major Responsibilities:

- Handle purchase order cycle on the ERP system including item creation
- Send classical RFQs to suppliers
- Process payments to suppliers in due time while coordinating with the accounting department
- Prepare invoices and delivery notes after orders submissions to customers and allocate invoices to the appropriate accounts
- Submit invoices to the assigned clients
- Keep track of pending POs by following up with team members
- Keep track of team's inquiries log by following up and organizing the submissions by priority
- Upload and update data on ERP system accurately and in a timely manner
- Update regularly and maintain procurement records for future use and considerations

Additional Information:

- Very good command of English (written and verbal)
- Proficiency in MS Office

2- Project Engineer

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

Experience: 8-10 years of experience

Major Responsibilities:

- Analyse scope, prepare and submit execution plan, technical and commercial project tender documentation and pricing
- Plan, prepare schedules and milestones and monitor progress against established schedules
- Prepare contracts, negotiate revisions, changes, and additions to contractual agreements with clients, suppliers, and subcontractors
- Develop and implement documentation and quality control programs
- Prepare progress reports, review, and issue progress schedules to clients
- Prepare, organize, implement, and enforce workflow
- Coordinate all project elements including engineering design, quality planning, repair, installation, commissioning up to final invoicing phases

Additional Requirements:

- PMP certificate is a plus
- Knowledge of the Oil & Gas Production is a plus
- Very good command of English (written and verbal)
- Proficiency in MS Office

3- Senior Procurement Engineer

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

Experience: 7- 10 years of experience

Major Responsibilities:

- Review technical specifications/requirements of assigned RFQs and tenders
- Source and identify potential suppliers and select the best offer in terms of price, quality, delivery, terms, and conditions
- Ensure quotations are received prior to the assigned deadlines
- Conduct effective cost/estimation analysis and prepare final offers to be submitted to customers
- Negotiate with suppliers on discounts and commercial terms and conditions
- Prepare, issue, and follow up on purchase orders until receiving the purchase acknowledgment
- Coordinate on ongoing files with sales team when needed (or directly with clients where applicable), to understand client requirements

Additional Requirements:

- Experience in procurement/estimation is a plus
- Knowledge of the Oil & Gas Production is a plus
- Very good command of English (written and verbal)
- Proficiency in MS Office

How to apply:

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

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