

Administrative and Stock Control Officer

PV Solar Company

Working Days and Hours: Monday until Saturday (with flexibility for urgent projects)

Major: degree in Business Administration, or any related field

Experience: 2-4 years of experience in administration and/or inventory management (PV or electrical sector preferred)

Major Responsibilities:

- Handle daily office operations, correspondence, and filing systems (digital and physical).
- Prepare and process purchase orders, invoices, delivery notes, and receipts.
- Maintain supplier and customer databases.
- Assist in scheduling meetings, site visits, and project timelines.
- Coordinate between the sales, technical, and procurement teams for smooth workflow.
- Manage contracts, service agreements, and warranties.
- Prepare weekly and monthly administrative reports for management.
- Conduct regular physical stock counts and reconcile with system records.
- Label, store, and organize items according to safety and quality standards.
- Record stock movements in inventory management software.
- Track incoming shipments and verify deliveries against purchase orders.
- Identify slow-moving, damaged, or obsolete stock and report to management.
- Ensure safe handling and storage of sensitive PV equipment to avoid damage.
- Assist the procurement team in sourcing materials and getting supplier quotations.
- Follow up with suppliers to ensure timely delivery of materials.
- Maintain records of supplier performance and pricing.
- Prepare monthly stock usage and movement reports.
- Report shortages or excesses in stock to management.
- Communicate effectively with project managers to ensure timely material availability.
- Ensure all administrative and stock management activities comply with company policies and local regulations.
- Maintain safety procedures for handling and storing PV components and batteries.

How to Apply:

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