

Procurement Support Officer- Beam International

Beam International (Offshore) was established in Lebanon in 2002 to undertake a diversity of activities overseas in general trading, construction and building

Major: degree in Business Administration, or any related field

Experience: 2-4 years of experience

Main 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
- Assist the team on various day-to-day operational problems as needed
- Maintain a collaborative relationship internally with the different departments

How to Apply:

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