

Procurement Engineer- MMG

MMG Holdings is Lebanon's leading facility and energy management company. Since 1999, they have been simplifying complexity in property, operations, and energy across industrial, commercial, residential...

Major: degree in Civil Engineering, or any related field

Experience: 5-7 years of experience, including at least 3 years as a Procurement Engineer or in a similar role within facility management or a related industry

Major Responsibilities:

- Identify and evaluate suppliers, negotiate prices, and place orders for goods and services needed by the clients or Operations Departments or Energy Solutions Department.
- Ensure timely delivery of goods and services and resolve any related issues.
- Maintain accurate records of procurement activities and transactions.
- Conduct market research to identify trends and pricing information.
- Continuously expand the supply chain network and their credit lines of the company in compliance with set policies and procedures.
- Conduct annual tenders for supply of goods as applicable.
- Develop and maintain strong relationships with suppliers and vendors.
- Monitor supplier performance and address any issues or concerns promptly.
- Draft, review, and negotiate contracts and agreements with suppliers, as applicable.
- Ensure that all agreements comply with company policies and legal requirements.
- Manage contract renewals and amendments as necessary.
- Ensure all procurement activities adhere to company policies, procedures, and regulatory requirements.
- Work closely with other departments, including Operations and Energy Solutions Departments, to understand their needs and requirements.
- Assist in the development and implementation of procurement strategies and policies.

Additional Requirements:

- Technical knowledge in electro-mechanical fields
- Proficiency in procurement software and Microsoft Office Suite (Excel, Word, PowerPoint)

How to Apply:

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