

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-869-2022
Company Name	ENIPROM (Offshore) SAL
Industry	Oil and Gas
Vacancy	Procurement Officer
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business Administration, Logistics or Supply Management
Degree	Bachelor Degree
Years of Experience	0-2 years
Location	Lebanon
Remuneration & Benefits	Up to 850 USD
Currency (LBP, Dollar, Lollar)	USD
Tasks & Responsibilities	<ul style="list-style-type: none"> • Conduct market research based on the client's requirement to identify pricing trends; • Research and evaluate suppliers based on prices, quality, and reliability; • Prepare comparison sheets for Supplier's quotes; • Contact Suppliers for product information, pricing, availability, lead time, returns; • Prepare purchase orders by verifying specifications and price; • Ensure purchase order confirmations received are accurate and are logged into the business system; • Monitor open orders and follow up with suppliers to ensure delivery is on track; • Obtain recommendations from suppliers for substitute items; • Ensure customers' P/orders are carried out in accordance with clearly agreed terms; • Maintain and update the vendor list based on their performance history.