

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-707-2022
Company Name	Brasserie Almaza
Industry	FMCG
Vacancy	Senior Procurement Officer
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Business Administration, Economy
Degree	Bachelor
Years of Experience	3 to 8 years of experience
Location	Dora Highway
Remuneration & Benefits	Salary + Transportation + Insurance In-patient/out-patient
Currency (LBP, Dollar, Lollar)	40% in Fresh
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>Responsible for negotiating the commercial terms with local and international suppliers while ensuring the quality of the products.</li> <li>In charge of executing the orders on the system and follows-up with suppliers to meet quality standards and set delivery time.</li> <li>Investigate &amp; analyze relevant market development about suppliers, price and cost development for the assigned category.</li> <li>Negotiate with suppliers regarding price, quality and delivery conditions for the assigned category and draft (proposals for) contracts in line with global / local standards.</li> <li>Follow up on procedure's changes when occurred to be compliant with ISO requirements &amp; departmental needs.</li> </ul>