

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-752-2022
Company Name	Beam International S.A.L (Offshore)
Industry	Supply chain & trading (Industrial Equipment)
Vacancy	Procurement Supervisor
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Mechanical/Electrical Engineering
Degree	5-7 years
Years of Experience	Bachelor's degree in mechanical/electrical engineering
Location	Beirut, Lebanon
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ol style="list-style-type: none"> 1. Review technical specifications/requirements of assigned RFQs and tenders 2. Source and identify potential suppliers and select the best offer in terms of price, quality, delivery, terms, and conditions 3. Ensure quotations are received prior to the assigned deadlines 4. Conduct effective cost/estimation analysis and prepare final offers to be submitted to customers 5. Negotiate with suppliers on discounts and commercial terms and conditions 6. Prepare, issue, and follow up on purchase orders until receiving the purchase acknowledgment 7. Coordinate on ongoing files with sales team overseas when needed (or directly with clients where applicable), to understand client requirements 8. Coordinate with the logistics departments on all shipment related matters and provide support when needed. 9. Manage and update data on ERP system accurately and timely