

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-800-2022
Company Name	Multilane
Industry	High-Technology
Vacancy	Purchasing Officer & Shipment
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time position
Major(s)	Logistics, Business Administration or relevant field
Degree	BSc
Years of Experience	3 to 5 years
Location	Houmal, Lebanon
Remuneration & Benefits	NSSF+ insurance
Currency (LBP, Dollar, Lollar)	Confidential
Tasks & Responsibilities	<p>Main Tasks and Responsibilities</p> <ul style="list-style-type: none"> • Research potential vendors • Compare and evaluate offers from suppliers • Negotiate contract terms of agreement and pricing • Track orders and ensure timely delivery • Review quality of purchased products • Enter order details (e.g., vendors, quantities, prices) into internal databases • Maintain updated records of purchased products, delivery information and invoices • Prepare reports on purchases, including cost analyses • Coordinate with warehouse staff to ensure proper storage <p>Skills, Competencies and Knowledge</p> <ul style="list-style-type: none"> • Proven work experience as a Purchasing Officer, Purchasing Agent or similar role

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- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors)
- Hands-on experience with purchasing software
- Understanding of supply chain procedures
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses
- Negotiation skills
- Proficient in Microsoft Office.

Educational Background and Experience

- BSc in Logistics, Business Administration or relevant field