

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-827-2022
Company Name	Misk Foods and Atayeb
Industry	Food and Beverage Manufacturing
Vacancy	Procurement Officer
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full Time
Major(s)	Procurement, Business Administration or any other relevant major.
Degree	Bachelor's degree. Master's is a plus
Years of Experience	0 -2 years
Location	Downtown Beirut
Remuneration & Benefits	Negotiable
Currency (LBP, Dollar, Lollar)	Negotiable
Tasks & Responsibilities	<ul style="list-style-type: none"> • Manage the daily activities of the procurement department. • Prepare and complete warehouse orders for production, delivery or pickup according to schedule • Record or leverage all details for procurement process: tenders, contracts, purchase requisitions and purchase orders in a purchasing database/filing system. • Prepare the required procurement documents, and review and process purchase requisitions in line with existing policies, procedures and processes. • Plan for the purchase of raw materials, services and supplies. • Monitor and enforce the group's procurement policies and procedures. • Review, compare, evaluate and approve products and services.

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- Manage inventories and maintain accurate records.
- Maintain and update supplier information.
- Manage quotations and maintain good suppliers' relations
- Manage outgoing RFQs/RFPs and Negotiate contracts.
- Research and evaluate prospective suppliers.
- Prepare budgets, cost analysis and reports.