

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-161-2021
Company Name	Gboard
Industry	Building Material
Vacancy	Procurement Officer
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full-time
Major(s)	Engineering/Business
Degree	Electro-Mechanical Engineering Degree is a big plus.
Years of Experience	Minimum 3 in Procurement
Location	Based in Lebanon and Flexible to travel to Egypt and Syria whenever needed
Application Deadline	
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Research potential vendors.</li> <li>• Compare and evaluate offers from suppliers.</li> <li>• Track orders and ensure timely delivery.</li> <li>• Enter order details (e.g. vendors, quantities, prices) into the system.</li> <li>• Maintain updated records of purchased products, delivery information and invoices.</li> <li>• Review quality of purchased products.</li> <li>• Monitor stock levels and place orders as needed.</li> <li>• Securing all needed documents related to local and foreign orders.</li> <li>• Follow up with the Logistic department to confirm shipping documents and clearance status.</li> <li>• Ensure adherence to all safety, health, and environmental rules and regulations.</li> <li>• Adhere to all organization policies and procedures.</li> </ul>