

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-22-2022
Company Name	Kabalangroup
Industry	Consultancy & Advisory
Vacancy	Procurement Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business, Accounting or any related field
Degree	Baccalaureate Degree
Years of Experience	0-2
Location	Beirut
Remuneration & Benefits	Salary + Transport
Currency (LBP, Dollar, Lollar)	Mixed Combination
Tasks & Responsibilities	<ul style="list-style-type: none"> • Preparing plans for the purchase of equipment, services, and supplies. • Reviewing, comparing, analyzing, and approving products and services to be purchased. • Maintaining accurate purchase and pricing records (data history) • Maintaining and updating supplier information such as qualifications, delivery times, product ranges. • Maintaining good supplier relations and negotiating contracts. • Researching and evaluating prospective suppliers. • By Following and enforcing the company's procurement policies and procedures. • Preparing budgets, cost analyses, and reports.