

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-239-2022
Company Name	ITG
Industry	Information Technology
Vacancy	Procurement Agent
Job Type( <i>FT, PT, Contractual, Seasonal</i> )	Full-time
Major(s)	Business Administration preferred but any major works depending on their experience
Degree	Bachelor , Masters is a plus
Years of Experience	5- 10 years
Location	Beirut
Remuneration & Benefits	-
Currency (LBP, Dollar, Lollar)	-
Tasks& Responsibilities	<ul style="list-style-type: none"> <li>• Analyzing purchase requests and determining the appropriate method of procurement, quotation, and request for proposal using knowledge of shipping procedures, routes, and rates</li> <li>• Leading and handling the communication process with shipping companies</li> <li>• Comparing, identifying information, and counting weights, measuring volume, and verifying information against bill of landing, invoices, orders, delivery notes, airway bill, ...</li> <li>• Negotiating for the best purchasing package in terms of quality, price, delivery, and service</li> <li>• Providing assistance to the General Manager, Product Managers, Sales Managers, and the sales team when placing orders with suppliers</li> <li>• Organizing the preparation of the purchasing documents, while adhering to corporate policies and government legislation</li> <li>• Receiving purchase orders from the Sales team, verifying client details, payment terms, selling price, cost sheet, vendor costs, and ensuring ordered items' availability in company's stock</li> <li>• Placing purchase orders with vendors and on Traverse</li> </ul>

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- Monitoring the status of the shipment by coordinating with suppliers, agents, and customers
- Assisting the accounting department in preparing invoices, tracking payments, and stock entry
- Issuing an official invoice for suppliers (on Traverse) when the shipment is received
- Informing the authorized members of the stock availability and ask for client delivery details
- Issuing purchase/ delivery receipts for clients
- Coordinating with the warehouse and driver for product delivery
- Coordinating with the accounting department for the issuances of payments and checks
- Overseeing and tracking inventory stocks
- Handling the RMA process with vendors, from receiving a refund, new product replacement, shipping fees, to exchange clients' defected items (where applicable)
- Preparing and generating reports and sending them to the GM when needed (sell out, stock, ...)
- Ensuring all shipment documents are well maintained, kept up-to-date and complete