

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-326-2022
Company Name	Purple Martin
Industry	Food industry
Vacancy	Procurement assistant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-time
Major(s)	Business and management
Degree	Bachelor
Years of Experience	2-3 years
Location	Metn area
Remuneration & Benefits	NSSF + legal annual leaves
Currency (LBP, Dollar, Lollar)	N/A
Tasks & Responsibilities	<ul style="list-style-type: none"> • Coordinate with the internal staff to monitor and determine procurement needs and requirements. • Ensure ethical purchasing standards and apply internal procurement policies and procedures. • Initiate orders while coordinating with the supplier and the Supply Chain Manager. • Follow up regularly on local/foreign purchased orders, and monitor delivery's times & deadlines. • Maintain strong relationship with suppliers, negotiate contracts and prices, in addition to following up with them for order's confirmation. • Prepare cost analysis and budget reports on regular basis. • Liaise with warehouse team members to ensure the arrival of products in good condition.