

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-371-2022
Company Name	ENIPROM (Offshore) SAL
Industry	Oil and Gas
Vacancy	Procurement & Contracts
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Mechanical or Chemical Engineer
Degree	Bachelor
Years of Experience	2 to 3 years
Location	Lebanon
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	TBD
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Issuance of Request for Quotation to vendors;</li> <li>• Participate in the Negotiation with vendors;</li> <li>• Involved in the Commercial Bid Evaluation, Award Recommendation following the review of applicable contract documents;</li> <li>• Coordinate with projects and concerned parties with regard to status of delivery of equipment and materials;</li> <li>• Expediting of vendor with particular reference to document deliverables;</li> <li>• Prepare procurement status report and ensure follow up with specific projects;</li> <li>• Liaises with other departments to address specific project issues;</li> <li>• Ensure that all contractual terms are adhered to by all relevant parties.</li> </ul>