

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-408-2022
Company Name	Romex
Industry	Import & Distribution Company
Vacancy	Purchasing
Number of vacancies for that position	2
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	Business administration
Degree	BS
Years of Experience	Junior
Location	Zalka Mten
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	TBD
Tasks & Responsibilities	<p>Prepare the Sales Analysis report every Monday (Stagnant products, Over Stock, Lower Stock, out of stock and Expiry date).</p> <ul style="list-style-type: none"> • Schedule all order's arrival during a month and inform the store keeper 5 days before receiving. • Checking the quantities of new shipments and handling damages and insurance issues when present. • Getting quotation for warehousing and unloading shipments when necessary. • Follow up with the shipments & unload the containers in one of our warehouses and coordinate the transfer between warehouses. • Capacity of Warehouse, the number of pallets in each warehouse. • Handling the quality control and inspection of the new products with the supplier and consulting the involved parties (Libnor or IRI or ministries or customs duty) • Research of new products and getting quotations from suppliers of products • Product design and follow-up with the artwork designer • Performing inspection and tests on the products either with SGS and Bureau VERITAS or IRI for products specification and quality to meet conformity with libnor, Codex,..... • Archiving