

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-458-2022
Company Name	Trade Union Co. S.A.L.
Industry	Automotive parts
Vacancy	Purchasing Officer/executive secretary
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business, Supply Chain Management, Operations Research, or related field
Degree	BA, Masters
Years of Experience	2+
Location	Beirut and around
Remuneration & Benefits	NSSF, Annual Vacation
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> • Maintain vendor relationships, master files, contracts execution • Place and track purchase orders, and negotiate prices. • Review backorders on a monthly basis. • Coordinate with internal stakeholders to determine procurement needs, quality, and delivery requirements • Follow up with suppliers and manage inbound and outbound documents (including commercial invoice, packing list, bill of lading, and country of origin certificate) • Prepare and maintain procurement records of assigned brands/suppliers • File all email correspondences (including final confirmed sales notes & shipping documents) • Ensure a standardized inventory receipt by monitoring the distribution of the packing list • Maintain hard and soft current and timely status of purchase orders • Coordinate with Purchasing Manager to arrange down payments or balance

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payments according to the payment term of each supplier

- Coordinate with the Warehouse & Logistics department to ensure that goods quality, quantity, packing, and packaging adhere to internal purchasing policies, supplier agreements, and contracts
- Enter inventory into the system according to actual received goods as per Warehouse & Logistics Department
- Coordinate with the Finance and Warehouse departments in resolving goods delivery and invoice discrepancies
- Generate claim reports and follow up on damaged or missing goods replacement or claim amount reductions (credit note) from future invoices