

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-488-2021
Company Name	FLUOROSEAL GROUP
Industry	Manufacturing/Industrial Engineering
Vacancy	Procurement Engineer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Mechanical or Industrial Engineering
Degree	Bachelor
Years of Experience	1-5
Location	Dbayeh
Remuneration & Benefits	Will be discussed on sight
Tasks & Responsibilities	<ul style="list-style-type: none"> • Identify vendors and negotiate purchase conditions with approved suppliers. • Process the purchase requests from different companies and departments. • Follows up with vendors and finalize purchase orders. • Prepare purchase orders and sent it to suppliers. • Monitor delivery of goods, and process payments as per the PO terms and conditions. • Provide analytical reports related to the procurement functions. • Maintain ongoing surveillance of the market, monitor price trends and keep abreast of supplies developments. • Abide by all group policies and procedures.