

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-95-2021
Company Name	Librex Offshore s.a.l. (www.Librex.com)
Industry	Manufacturer and Distributor
Vacancy	Procurement & Admin Assistant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	FT
Major	BA in Management, Business Administration or any equivalent
Years of Experience	0 to 2
Education	Bachelor Degree
Location	Zalka
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Monitor stock levels and identify purchasing needs • Research potential vendors • Track orders and ensure timely delivery • Update internal databases with order details (dates, vendors, quantities, discounts) • Conduct market research to identify pricing trends • Evaluate offers from vendors and negotiate better prices • Prepare cost analyses • Follow up with suppliers, as needed, to confirm or change orders <p><u>Admin Tasks:</u></p> <ul style="list-style-type: none"> • Answering emails • Maintaining appropriate filing systems • Preparing reports • Provide information by answering questions and requests • Taking notes and minutes in meetings • Ordering and taking stock of supplies • Preparing documents for meetings and business trips <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Good understanding of supply chain procedures • Advanced knowledge of MS Excel • Knowledge of market research • Solid organizational skills • Economics or relevant field