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**JOB VACANCY FORM**

X Full-time  □ Part-time  □ Summer-Job  □ Internship

**Job Title:** PURCHASING COORDINATOR

**Application Deadline:** N/A

**Reference Number:** 061113-10

**Company Description**

**TYPE:** □ Local  □ Regional  X Multinational

**Job Description**

**BRIEF JOB DESCRIPTION:**

Responsible for the procurement of commodities and the management of supplier relationship.

☐ Handle all price negotiation, planning, production, inventory and quality control.

**MAIN TASKS**

☐ Review production orders and negotiate for materials needed.

☐ Contact suppliers and negotiate the best offers for quotation requests.

☐ Liaise with 3rd party entities, and carry out local purchases to be sent to suppliers/receivers.

☐ Follow up on the receiving of purchased goods to the warehouse and control the invoices with the Purchase Orders.

☐ Ensure and monitor the stock level Min/Max.

☐ Handle all foreign shipments (Import/Export Sea, air and land freight) according to the applied rules and regulations.

☐ Ensure insurance on goods shipped, follow up until their receiving and handle any claims.

☐ Ensure regular stock control by performing daily spot checks of stock availability for PO, and in/out operations.

☐ Perform Inventory count on a monthly basis.

☐ Prepare quotations related to all the printing material.

☐ Liaise with the printing companies in Lebanon and ensure the needed quality with the development manager, and the price negotiation with the commercial manager and the cost control.
communicate to the print houses all printing orders, control the quality of purchased items and ensure the needed quantity in all malls, scroller 8M2, Teleferique, Beaches, Mountain, Special execution.

Ensure and control the invoices related to the printing houses.

Coordinate any needed technical matters with the commercial and technical departments.

JOB LOCATION(S):
City: Beirut  Country: Lebanon

DEGREE:
X Bachelor  □ Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS:
Bachelor degree in Business Administration.

WORK EXPERIENCE:
University graduate with 4 years experience in Purchasing and Logistics.

SKILLS:
Languages Skills: X English  X Arabic  X French  Other:

Other Skills:
Computer literate (good knowledge of MS Office applications).
□ Good knowledge of Incoterm and logistics operations.
□ Detail Oriented.
□ Ability to work under pressure and cope with conflict, stress and crisis situations.
□ Good communication and interpersonal skills.
□ Good organization skills.
□ Customer and Personal Service.

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
□ Lebanese NSSF  □ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 061113-10
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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour
American University of Beirut
Career and Placement Services
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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.