

Imports Manager

A tiers 1 building material trade retail group

Location: Beirut, Lebanon

Major: degree in Business Administration, Management, or any related field.

Experience: 8 – 10 years of experience in the same field with at least 3 years managing a department

Major Responsibilities:

- Ensure the implementation of company import operations and to maintain excellent relations with all suppliers as well as have a proven track record of hands on experience working with clearance officers and shipping companies.
- Some of the main tasks will include but not limited to:
- Constant search for new and competitive factories
- Communicate with the clearance officer at the harbor in order to follow up the clearance of goods
- Communicate with shipping companies in order to ship goods at the best prices to Beirut Port
- Coordinate with the accounting department in order to settle up the price of the goods as agreed upon letters of credit with suppliers

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802