

## **Procurement Assistant Manager – Al Abdallah Resto**

*The Best BBQ Chicken In Lebanon Since 1999*

Major: degree in Accounting, Business Administration, or any related field

Experience: 2 – 4 years of experience as a procurement officer

### Major Responsibilities:

- Purchasing of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased
- Managing inventories, maintaining accurate purchase, and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations.
- Researching and evaluating prospective suppliers.

### How to Apply:

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