

## **Procurement Officer – Roadster Diner, Deek Duke & Bartartine**

*Well known restaurants.*

Location: Jal El Dib, Beirut

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

Experience: 2 - 4 years of experience in a similar role.

### Major Responsibilities:

- Ensuring a reliable and cost-effective supply chain for ingredients and materials required for food production.
- Negotiating contracts with suppliers to obtain the best possible terms in terms of price, quality, and delivery schedules.
- Maintaining relationships with suppliers to ensure consistent quality.
- Monitoring market trends and pricing fluctuations to anticipate changes in costs and adjust procurement strategies accordingly.
- Collaborating with internal stakeholders such as production, quality control, and finance departments to align procurement activities with business objectives.
- Ensuring compliance with regulatory requirements and food safety standards in all procurement activities.
- Managing inventory levels to minimize excess stock and avoid shortages while optimizing cash flow.
- Identifying opportunities for cost savings and process improvements within the procurement function.
- Managing supplier relationships and resolving any issues or disputes that may arise.
- Contributing to the development and implementation of procurement policies, procedures, and strategies to support the company's growth and profitability goals.

### 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