

Expediting & Logistics Specialist, Procurement Engineer – Beam International

Beam International (Offshore) undertakes a diversity of activities overseas in general trading, construction and building materials, in addition to Engineering services and industrial equipment, supply chain and logistics and commercial representation.

1- Expediting & Logistics Specialist

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

Experience: 2 – 4 years of experience with good understanding of key concepts of supply chain and international trade

Major Responsibilities:

- Expedite orders on a timely basis, via phone calls and emails, with the various international suppliers in different manufacturing countries.
- Coordinate all types of shipping orders such as sea freight, airfreight, express, etc. from suppliers all over the world such as the USA, Europe, Africa, etc. to customers in various countries.
- Prepare all types of documents required for each stage of the shipping process on a timely basis (Form M, permits, CCVO, PFI, COC, invoices, etc.) taking into consideration suppliers and clients' specificities and countries regulatory requirements.
- Request and negotiate quotations and rates from freight forwarders and accordingly select the supplier with the best terms.
- Consolidate orders, whenever possible, to decrease costs and reduce MS documentation while maintaining efficiency and delivery within established deadlines.
- Arrange inland pick-ups from manufacturers to freight forwarders.
- Act as a liaison between suppliers and forwarders to ensure order readiness and collection on a timely basis.
- Coordinate with shipping companies/forwarders and monitor carrier movement to meet agreed delivery dates to clients within the intended condition.
- Review and arrange payment to freight forwarders.

2- Procurement Engineer:

Major: degree in Mechanical Engineering, Electrical Engineering, or any related field.

Experience: 3 – 6 years of experience.

Major Responsibilities:

- Review technical specifications/requirements of assigned RFQs and tenders
- Source and identify potential suppliers and select the best offer in terms of price, quality, delivery, terms, and conditions
- Ensure quotations are received prior to the assigned deadlines
- Conduct effective cost/estimation analysis and prepare final offers to be submitted to customers
- Negotiate with suppliers on discounts and commercial terms and conditions
- Prepare, issue, and follow up on purchase orders until receiving the purchase acknowledgment
- Coordinate on ongoing files with sales team when needed (or directly with clients where applicable), to understand client requirements
- Manage and update data on ERP system accurately and timely.

Additional Requirements:

- Experience in procurement/estimation is a plus
- Knowledge of the Oil & Gas Production is a plus

How to Apply:

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