

Procurement and Logistic Officer- Matelec

Matelec is a company that manufactures and contracts power products and services in Europe, Africa and the Middle East

Major: degree in Business Administration, or any related field

Experience: 3-5 years in procurement or a similar role.

Major Responsibilities:

- Prepare, control, and send purchase orders, ensuring compliance with purchasing policies.
- Follow up on shipments, logistics, and customs clearance to ensure timely delivery.
- Coordinate with the accounting department for payment processing and follow up on letters of credit (L/C).
- Validate received orders against original purchase orders and update the system accordingly.
- Distribute shipping documents to relevant departments and track quality documents from suppliers.
- Maintain accurate filing and archiving shipment and quality documents for easy retrieval.

How to Apply:

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