

Sourcing & Logistics Assistants - RCG- MTBEAUTE

RCG is a global company established in 1999. The company offers complex, tailor-made, reliable, efficient services, knowing that it is specialized in a wide range of highly technical fields.

Location: Dbayeh, Lebanon

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Collect and organize supplier information.
- Maintain and update the supplier and product database.
- Assist in preparing product files for management approval.
- Follow up with suppliers on basic requests.
- Support logistics coordination and general sourcing tasks.

Additional Requirements:

- Flexibility to work part-time hours if needed.
- Experience in sourcing, logistics, and supplier communication 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