

Sourcing and Procurement Specialist

Company operating for China Market

Location: Achrafieh

Working Days and Hours: 7:00 a.m. until 3:00 p.m. and Saturdays half day

Major: degree in Business Administration, Marketing, or any related field (gender: female)

Experience: 2-4 years of experience in a marketing or product sourcing

Major Responsibilities:

- Negotiate prices, payment terms & delivery conditions with suppliers
- Keep update records of all supplier quotations & communications
- Compare products, prices and quality within China market
- Research and identify potential suppliers in China markets
- Prepare weekly reports and price comparison

Salary: \$1000 -1100

How to Apply:

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

Ext. 7801; 7802