

Position: Purchasing Officer -

Pharmaceutical

Department: MMD

Tasks & Duties

- Respects the purchase policies and procedures.
- Works with Department Managers in preparation of standard specifications for materials and services submitted to competitive bids.
- Develops specifications template.
- Analyses purchase requisition from the different departments, in terms of quantities, item need, as well as item description, and push into standardizing needs in coordination with the various committees in the hospitals, after approval of material manager.
- Prepares bid packages with collaboration with the technical department and the end users.
- Conducts pre-bid conferences in case of Request for Proposals or Invitation for bid.
- Performs market survey and evaluation of supplies.
- Evaluates bid responses by performing feasibility studies and comparative economical analysis.
- Manages negotiations with the suppliers in coordination with Materials and Procurement Director.
- Prepares contract documents.
- Issues purchase orders after the approval of the Materials and Procurement Director.
- Supervises the filing process for all requisitions, and purchase orders documents, manufacturers catalogues, as well as all related documents to purchasing.
- Organizes and ensures the follow up of product evaluations with the product evaluation committee.

Job Qualifications and Requirements

- BS degree in Pharmacy
- License from the Lebanese MOH
- Minimum 1 year of experience in a health care set up or any related field
- Good interpersonal skills.

- Ability to effectively communicate in Arabic, English
- Good command of Computer skills

For more information, kindly call 01-682666, ext: 7203 or apply on recruitment@bmc.com.lb