



Keystone Academy Job Description and Person Specification

Position:	Purchasing Officer
School Section:	Whole School
Reports to:	Purchasing Director
Qualifications:	Bachelor's degree or above
Hours of Work:	08:00 – 17:00 on normal days
Period of Appointment:	Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The Purchasing Officer (PO) is responsible for the acquisition of all educationally related materials and supplies, furniture and other equipment, spare parts of facility, and professional services for the operation of the school.

The PO is a member of the Purchasing Department and reports directly to the purchasing director and works closely with school business management team, teaching staff and support staff on coordinating all purchasing related activities. The general responsibilities of the post include sourcing, price and credit term negotiations, supplies and merchandise delivery including importation logistics, vendor evaluations, contract reviews for goods and service purchases, cost-effective inventory determinations and inventory management, and the close monitoring of budget accounts and compliance guidelines.

In addition, the PO will assist the school community in the preparation of school events and take on reasonable additional tasks assigned by supervisors.

Some specific purchasing responsibilities are these:

- Identify and develop qualified suppliers, ensure supply quality and efficiency to secure delivery of goods or service purchases;
- Negotiating contracts with vendors;
- Influence the procurement of goods and services to achieve the best possible negotiation result by early liaison with users;
- Manage small volume source requests and supplementary contract to frame agreement;



- Processing purchase orders from sourcing to payment;
- Supervising all orders to completion at competitive prices and high quality.
- Receiving and delivering goods to ordering parties;
- Reporting and following up with vendors concerning discrepancies and damages;
- Manage preferred and approved vendor list;
- Coordinate supplier performance review and scorecard management;
- Guarantee procurement compliance with policy and procedures;
- Engage internal user, provide timely support;
- Coordinate innovation input from suppliers/market and promote it into firm wherever helping operation of school;

PERSON SPECIFICATION

The successful applicant will have the following skills and abilities and experience:

1. Personal Skills and Abilities

- Profound patience and a fine sense of humor;
- Self-driven with high integrity;
- Excellent quick learning ability;
- Excellent interpersonal and communications skills;
- Strong service mind and listening skills;
- Strong data analysis and project reporting skills;
- Developed capacity to prioritize tasks and to multitask;
- The ability to communicate competently in Chinese and English.

2. Education and Experience

- Bachelor's Degree or above;
- At least five years working in indirect procurement and purchasing in a complex organization;
- Spare parts or professional services procurement experience preferred.