



## Keystone Academy Job Description

Position: Purchasing Assistant  
School Section: Whole School  
Reporting to: Purchasing Director  
Qualifications: Bachelor's degree or above  
Period of Appointment: Full-time

### Role Description

The Purchasing Assistant is responsible for the acquisition and inventory of all educationally related materials and supplies, general office supplies and other equipment needed for the operation of the Academy.

The Purchasing Assistant is a member of the Purchasing Department and reports directly to the purchasing director and works closely with administrators, teaching staff and support staff on coordinating all purchasing related activities and providing assistance to Accounts Payable in settling invoice payments. 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.

### PERSON SPECIFICATION

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

#### 1. Personal Skills and Abilities

- Excellent quick-learning ability;
- Profound patience;
- Excellent interpersonal and communications skills;
- A developed capacity to prioritize tasks and to multitask;
- The ability to communicate competently in Chinese and English.

#### 2. Knowledge

- Deep knowledge of internet searching and web purchasing;
- Excellent MS Word, Excel and PPT skills.

#### 3. Education and Experience

- Bachelor's degree or above; overseas study background is preferred.



## 北京市鼎石学校 岗位描述及任职要求

岗位名称：采购助理  
所属部门：学校采购部  
直属上级：采购总监  
学历要求：本科及以上学历  
工作时间：工作日 08:00 – 17:00  
聘用性质：全职

### 一、岗位描述

#### （一）岗位定位

采购助理负责采购学校运营所需的各类教学相关物资、日常办公用品及其他设备，并承担相应的库存管理工作。  
采购助理为采购部门成员，直接向采购总监汇报工作；需与学校管理人员、教职工及后勤支持人员紧密协作，协调各类采购相关事宜；同时协助应付账款部门完成发票结算工作。  
该岗位的常规工作职责包括：供应商寻源、价格及付款条款洽谈、物资配送、供应商评估、商品及服务采购合同审核、制定高性价比的库存方案并执行库存管理、密切监控预算账目及合规准则的落实情况。  
以及完成上级交办的其他工作任务。

### 二、任职要求

应聘者需具备以下技能、知识储备及工作经验：

#### 1. 个人技能与能力

- 优秀的快速学习能力；
- 具备极强的耐心；
- 拥有出色的人际交往与沟通能力；
- 能够合理规划工作优先级，具备多任务并行处理能力；
- 需熟练运用中英文进行沟通。

#### 2. 知识储备

- 熟练掌握网络搜索及线上采购相关知识；
- 精通微软 Word, Excel, PPT 办公软件操作；

#### 3. 教育背景与工作经验

- 本科及以上学历，海外留学背景优先。