

Purchasing Manager

Whole School / 60%
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Purchasing Manager serves as a member of the Operations Team. The candidate will be responsible for ISZL purchasing activities and ensure procured items are both cost-efficient and of good quality. This role requires a high level of engagement with ISZL staff and faculty as well as with the external supplier community, acting as “point of contact” and support. The Purchasing Manager reports to the Director of Operations.

As the implementation of a school wide purchase management approach is still in its early stages, the successful candidate will have the opportunity to be the driving force behind the implementation / roll-out of supporting internal processes and policies.

The Purchasing Manager is expected to:

Main Responsibilities

- Ensure ISZL’s purchasing policies and procedures are followed for purchase order approval, requisition execution, invoicing, order verification and delivery of goods
- Conduct local & international procurement of school materials and services & selection of suppliers
- Prepare and maintain appropriate, detailed and accurate records
- Work within tax and international goods transfer regulations and keep up to date with any changes that may occur
- Prepare price and cost analyses of offers, and negotiate best value terms and conditions
- Maintain price lists for required services and materials regularly
- Ensure the distribution of goods to appropriate location and person
- Conduct inventory of goods when required
- Ensure stockroom contains adequate supplies
- Liaise with teachers/ budget holders regarding open orders and issues
- Follow up with suppliers on late deliveries, manage claims, warranties and return shipments
- Prepare statistics and documentation for audits as required

Other Responsibilities

- Maintain master data in purchasing system
 - Perform procurement assignments, projects as needed
 - Ensure close collaboration with and provide strong support to the finance team where required
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Required and Preferred Qualifications

- Experience in a purchasing or accounting environment OR similar combination of experience
 - Working knowledge of MS Office or Enterprise System. Knowledge of Google Office Suite and Abacus is considered a strong plus
 - Excellent time management, communication and organisational skills
 - Strong interpersonal skills with attention to detail, rapport building and team player
 - Adaptable to change and willingness to embrace new ideas and processes
 - Competent, self-driven and creative, especially when problem-solving
 - Excellent written and verbal communication in English and German
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.