



"Education is not the filling of a pail, but the lightning of a fire."
William Butler Yeats

Munich International School (MIS) is a pioneer and leader in international education, and the longest-standing international school in Bavaria. Our school prepares young learners for their future in a world full of challenges and opportunities. At MIS we celebrate diversity and have students and employees from all around the world. Our school is based in Starnberg next to Lake Starnberg and the Alps in the South of Munich. For over 50 years inspirational faculty and staff have nurtured, challenged, and inspired students to become academically successful, creative, innovative and globally-minded contributors. So, join our inspiring MIS Team!

We are looking for a

Purchasing Officer (m/ f/ d)

Full-time (35 hours per week)

YOUR ROLE

The Purchasing Officer is responsible for the coordination and management of purchasing activities across Munich International School. The main objective is to establish and execute effective and efficient purchasing practices for the school, to source goods and services requested by employees, place orders, negotiate prices and conditions, to take deliveries or arrange for the acceptance of deliveries and ensure that payments are made as planned. The Purchasing Officer reports directly to the Chief Finance Officer (CFO).

YOUR KEY RESPONSIBILITIES

- To receive and consolidate internal requests (goods and subscriptions).
- To further develop the digitalization of the purchasing process.
- To ensure efficient and proactive communication of orders, deliveries and related matters to staff and faculty.
- To take deliveries or arrange for the acceptance of deliveries and the return of goods.
- monitor accuracy and punctuality of payment and reconcile school credit or debit cards with the orders in coordination with Finance Office.
- To provide diverse statistics and related purchasing reports.
- To maintain an optimum level of inventory of all supplies and to anticipate regular requirements to ensure continuity of supplies/ service with minimal waste.



YOUR PROFILE

- Relevant tertiary qualification and/ or extensive experience in procurement
- Demonstrated customer service skills and high level communication (verbal and written) and interpersonal and teamwork skills, including negotiation and dispute resolution skills
- Experience in planning, organizing, prioritizing and coordinating work in a changing environment
- Ability to work under pressure and meet competing deadlines
- Ability to use a range of computer applications, i.e. MS 365, document management system
- Fluent in English and German

WE OFFER AT MIS ...

- An opportunity for personal growth in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)

YOUR APPLICATION

Candidates should send their application to employment@mis-munich.de. Please check the details on our home page (<https://www.mis-munich.de/careers/vacancies>).

Munich International School e.V.

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