

JOB DESCRIPTION

Position:

SENIOR PURCHASING OFFICER

Report to:

The Purchasing Officer will report to Office Manager.

Job Overview:

The Purchasing Officer is responsible for:

- Handle purchasing requests from internal customers – Admin & Academic following the company purchasing policy and procedures;
- Co-operate with inter-departments in the effective management of operations cost and contractual obligations;
- Assist Purchasing Manager in reaching the whole target of the team.

Responsibilities and Duties:

- Be in charge of buying production of academic items and non-academic including Admin consumables, maintenance and conducted successfully;
- Negotiate to drive cost saving for the main non contract items purchased;
- Deeply understand about the requests and come up with initiative solutions with the best of cost saving;
- Proactively set up long term contract for the regular items purchased;
- Timely delivery of good purchases;
- Doing PA on BM system, do PO on Misa software;
- Control and follow up delivery time;
- Maintain a high level of customer services to both internal and external customers;

Others:

- Ensure understanding and compliance with School policies;
- Maintain positive relationships with managers, colleagues and external contacts to work effectively and facilitate achievement department targets;
- Deal effectively with queries in a professional, efficient and helpful manner.

And other tasks assigned by Line Manager.

Qualifications:

Education:

- College/University graduate
- Good at English communication

Experience:

- A sound working knowledge and experience of the logistics system and sourcing refers to a number of procurement practices, aimed at finding, evaluating and engaging suppliers of goods and services
- Experience with software packages Microsoft office

Skills:

- Deadline management
- Teamwork
- Strong communication skills
- Ability to work well under pressure

Personalities:

- Eye for detail and accuracy
- Flexibility to take on ad-hoc tasks

Others:

N/A

Job Holder's Signature: _____ Date: _____

Direct Manager's Signature: _____ Date: _____

HR Manager's Signature: _____ Date: _____