POSITION: Purchasing Officer (Temp.)
REPORTS TO: Procurement Manager
CAMPUS: Cilandak/Business Office

PURPOSE

Under the supervision of the Procurement Manager, the Purchasing Officer (Temp.) will be undertaking and implementing purchasing functions to obtain the best value for both local and overseas purchases, to audit invoices and process payments, and for abiding by and enforcing JIS purchasing policies, practices, and procedures. This position has primary responsibilities in preparing and processing payment, documentations for those purchases to ensure all invoices are paid within the timeline. The Purchasing Officer is expected to use the tools and principles of quality management in performing their daily work, including the following: demonstrate exceptional customer service by establishing and maintaining effective professional relationship with faculty, staff, co-workers, and all customers.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree preferably in Accounting or Business
- Demonstrated fluency in written and spoken English
- Proven exceptional and committed customer service skills
- Demonstrated experience with MS Office Applications as well as Oracle Business Suite
- Proven knowledge of how to prepare proper bid specifications
- Prior documented purchasing knowledge and experience
- Demonstrated specialized professional knowledge of purchasing and procurement functions including project management, contract negotiations and administration, cost analysis, file maintenance, warehousing, inventory control, and surplus disposal
- Proven negotiation skills
- Demonstrated ability to work independently and with sound judgment within procedural guidelines, to carry out both oral and written instructions, quickly identify problems and situations, and take appropriate action to resolve the underlying cause
- Strong commitment to personal and professional integrity
- Proven highly developed telephone skills and manners
- A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

1. Purchasing Functions
   - To ensure the completeness of all paper works to process payment (invoice, asset number, tax documents, etc.)
   - To input invoice data in oracle to match it with purchase order and ensure all invoices are paid within the timeline
   - Handling overseas orders, assist local orders when needed, negotiate with vendors, monitoring orders, monitor receiving of goods, finalizing POs and maintain the encumbrances,
   - Maintain Vendor data (new vendor as well as existing vendor documents)
   - Maintain Advance Payment and Prepayment and prepare settlement/account distribution
   - Distribute and filing PO, and filing internal invoice
2. Customer Service
   - Keeps end user informed of the status of placed orders
   - Follows up deliveries and coordinate with requestors and vendors
   - Maintains a system to gauge and track customer satisfaction regarding the purchase process
   - Contributes and monitors the Purchasing section on Janet related to Purchasing for the purpose of delivering pertinent information regarding procurement processes and resources. Collaboratively assists other Purchasing Officers in creating and posting documents

3. Invoice Audit and Accounting Functions
   - Data entry of goods and materials received
   - Data entry of invoices and process payments
   - Prepare journals for expense allocation
   - Prepare and provide annual Accrued Expenses data for Accounting Department by June 30
   - Audit disputed invoices against purchase orders to determine validity of charges and notify Accounts Payable of any discrepancies
4. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
5. Performs other related duties and assumes other responsibilities as assigned by the Procurement Manager/Head of Finance/CFO, including, and not limited to other projects when deemed necessary.

TO APPLY
Please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id