

POSITION: Procurement Officer
REPORTS TO: Procurement Manager
CAMPUS: Cilandak/Business Office

PURPOSE

Under the supervision of the Procurement Manager, the Procurement Officer will provide administrative support for sourcing activities across all school departments. This role is responsible for executing purchase transactions in a cost-effective, efficient, and high-integrity manner.

The Procurement Officer will assist school department users in identifying the most suitable goods and services to support seamless school-wide operations. This includes facilitating clear and assertive communication between users and vendors to ensure optimal procurement solutions.

Additionally, the role ensures that all procure-to-pay transactions comply with JIS Procurement SOPs and policies while maintaining accurate records in the JIS ERP system (Oracle).

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree, preferably in Accounting or Business
- Demonstrated fluency in written and spoken English
- Working experience in procurement, supply chain or commercial area at least 3 years
- Proven exceptional and committed customer service skills
- Demonstrated experience with MS Office Applications and ERP (eg : Oracle, SAP, etc)
- Experience to handle several procurement category including MRO or consumable, project management, long term agreement supplies and services, overseas purchase
- Understand supporting function of procurement including : negotiation, bidding/tender process, documentation and administration, cost analysis, inventory control, and surplus disposal
- 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
- Strong interpersonal skills and good manners
- A clear commitment to Child Safeguarding

DUTIES AND RESPONSIBILITIES

Purchasing Functions

- Identify and source potential suppliers to fulfill goods and services requirements in alignment with the school's operational needs
- Convert internal Purchase Requisitions (PRs) into Purchase Orders (POs) by conducting proper price comparisons, and ensuring all necessary approvals are obtained.
- Verify that all purchase requisitions are supported by a clearly defined budget and confirmed budget availability prior to processing
- Monitoring on purchase orders (POs) and track orders to ensure timely delivery.
- Coordinate and administer the payment process, ensuring timely and accurate processing in accordance with procurement and finance procedures.

Customer Service

- Collaborate closely with internal departments to clearly understand and define their requirements for goods or services, serving as a liaison between internal stakeholders and external vendors.
- Support user from the Faculty by coordinating with them on daily operations such as PR issuance, order status, order expediting, or troubleshooting related to their requisition.

Control and Compliance Functions

- Ensure all procurement activities comply with internal policies and government regulations.
- Prepare procurement reports and assist with audits or internal reviews.
- Maintain and update procurement databases, including vendor and product information.

Other Duties

- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- 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

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.