

POSITION: Supply and Operations Assistant
REPORTS TO: Pattimura Elementary Principal

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Under the direction and supervision of the Pattimura Elementary Principal, the PEL Supply and Operations Assistant is responsible for managing the PEL Supply Room and supporting school operations through effective inventory management, procurement coordination, and logistics support. The role ensures the availability and proper distribution of learning materials and operational supplies for teachers, staff, and school activities. The position also supports Technology and Library Media (TELEMS) operations, systems administration, and cross-departmental coordination to ensure efficient daily school operations.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Diploma (D3) in Business Administration, Office Administration, Logistics, Education Support, or a related field.
- Minimum 2–3 years of experience in administrative support, inventory management, procurement coordination, or office operations.
- Proficiency in computer applications, including Microsoft Office, Google Apps, and inventory or ERP systems such as NetSuite.
- Strong written and verbal communication skills in Bahasa Indonesia, with English proficiency preferred.
- Experience working in a school environment, educational institution, or international organization is preferred.
- Experience managing inventory systems, stocktaking processes, and supply distribution.
- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities.
- High level of accuracy and attention to detail, particularly in inventory and system records.
- Ability to work collaboratively with teachers, staff, and operational teams in a multicultural environment.
- Demonstrates initiative, reliability, and accountability in daily responsibilities.
- Ability to handle the physical organization of supplies and materials when required.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Supply and Inventory Management

- Manage the PEL Supply Room, including ordering, organizing, and maintaining inventory of materials and operational supplies.
- Maintain an accurate inventory of supplies and provide monthly supply reports to the Business Office.
- Conduct quarterly stocktaking to ensure inventory accuracy and monitor stock availability.
- Conduct end-of-academic-year stocktaking and prepare reports for submission to the Business Office and PEL Principal Administrative Assistant
- Monitor and check expiration dates of emergency food supplies and reorder when necessary.
- Provide information and support to teachers, assistant teachers, and staff regarding the availability of supplies in the PEL Supply Room.

Check the availability of supplies in the CIL Supply Room via NetSuite when requested items are not available at PEL.

Procurement and Order Coordination

- Coordinate and act as liaison between PEL and the Business Office Purchasing Agents for local purchases.
- Assist in the preparation and coordination of overseas orders for classes as directed by the Principal.
- Receive, check, and distribute incoming overseas orders.
Process requests for items not available at PEL and coordinate with CIL staff via email or telephone.
- Coordinate with CIL Warehouse Staff regarding the status and arrival of overseas orders in preparation for the new school year.

System and Transaction Administration

- Record and enter goods pickup transactions in NetSuite based on the type and quantity of items collected by users.
- Maintain accurate records of supply distribution and inventory transactions within the NetSuite system.

Logistics and Distribution Coordination

- Inform Transport Staff regarding schedules for picking up goods from CIL.
- Coordinate with Facilities Staff and create Work Orders (WO) when transportation or handling of goods is required.
- Coordinate delivery schedules and locations for both local and overseas shipments with Facilities Staff and the PEL Principal Administrative Assistant
- Arrange and coordinate the distribution of supplies to classrooms in response to teacher and staff requests.

Classroom and School Operations Support

- Prepare and distribute required classroom supplies for regular and specialist classes in preparation for the new school year (typically 1–2 months before the end of the academic year).
- Assist with activities in the Makerspace Room, including supervising students, ensuring equipment is used safely, and properly storing equipment after use.

Other Responsibilities

- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Performs other related duties and assumes other responsibilities as assigned by the PEL Principal, the PEL Associate Principal, including but not limited to covering for other secretaries, participation in class/School activities or events, and attendance of meetings and workshops organized by JIS.

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.