



HARROW
BEIJING

JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Procurement Officer
Grade:	G4
Department:	Operations
Duration of Appointment:	Fixed-term of 2 years, subject to renewal
Line Manager's Job Title:	Procurement Manager

II. Job Specification

Main purpose of job: To fulfill purchase requisitions of goods and services required by the school in accordance with the Procurement Policy.		
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:		
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. Procurement Execution	<ul style="list-style-type: none">- Handling of all purchasing requisitions and complete the purchasing process according to procurement policies & procedures of the school, which includes: vendor sourcing, bidding, competitive negotiation, price inquiry, sample checking, contracting, delivery follow up, goods return and payment application.- Makes purchasing strategy and determine the appropriate purchasing method for each purchase requisition.- Analyses the purchase request from the user departments, provide assistance to user departments when required in response to identify what best meets their needs and provide quotation to support their budget approval.- Input purchase information for every applicable purchase in AX system correctly: vendor information, price information, goods receiving, and invoice booking, etc.	50%
2. Vendor management	<ul style="list-style-type: none">- Organize the development, evaluation and certification of new vendors.- Maintain a qualified vendor pool and ensure vendor information is always updated.- Review vendor performance and make appraisal periodically, to make sure excellent vendor management and healthy vendor pool management.	25%



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3. General	<ul style="list-style-type: none"> - Maintains purchasing documents, files and records (e.g. purchase orders, vender files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines. - Statistics of purchasing data. - Positively support the work of other procurement members and can serve as a backup. - Cross-department communication and coordination. - Implement the procurement on-line system and identify any improvement area. 	20%
4. Others	<ul style="list-style-type: none"> - Provide other support assigned by line manager 	5%
Resources managed – line management and financial resources:	Line management:	
	Financial resources managed:	
Key working Relations and network	Internal: <ul style="list-style-type: none"> - Teachers , Senior Leaders, Heads of Department - Operation team - Finance Department 	
	External: <ul style="list-style-type: none"> - Suppliers - Agencies 	
Key performance indicators for this position (KPIs): <ul style="list-style-type: none"> - Delivery on time - Quantity and quality of goods and services - Cost saving 		

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results



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Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<u>Minimum Academic Degree required</u>				
- College's degree or above				
<u>Professional skill and knowledge required</u>				
- Fluent in both oral and written English				
- Excellent communication and interpersonal skills				
- Negotiation and analytical skills				
- Time management skills, able to work under pressure				
<u>Experience</u>				
- Similar experience with sourcing, procurement or supply chain responsibility				
- Previous experience of working in international school or indirect sourcing is a plus				
- Experience of using ERP systems				
<u>Language</u>				
	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>IT Skills</u>				
- Good IT skills to include wide experience of word documents, Excel spreadsheets (including pivot tables and charts) and PowerPoint				
- ERP experience				

4. Other job-related or local special factors not mentioned above:

3.1 Non-Criminal record issued by police authorities must be provided by the selected candidate.
3.2 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.
3.3 Travel frequency
<input checked="" type="checkbox"/> No travel required <input type="checkbox"/> Occassional travel required <input type="checkbox"/> Frequent travel required