

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Purchasing Manager	Reference: March 2019
Function/Department	Purchasing	Location: AIS
Manager Title	Director of Finance	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- The job of Purchasing Manager was established for the purpose/s of planning, organising and supervising the comprehensive purchasing functions in the school with the following mandated requirements; overseeing daily activities including major purchases associated with the expansion of the school; administering the tender process; negotiating terms and conditions with vendors and/or service providers and achieving department objectives and goals within budget

Responsibilities

- Work closely with the Director of Finance to plan, organise, direct, manage and evaluate the purchasing activities and budget of the organisation
- Develop and manage the organisation's purchasing policies, procedures, standards and strategies in order to ensure process transparency, fairness, impartiality and confidentiality
- Ensure all purchasing activities support and strengthen the strategic objectives of the overall organisation
- Negotiate major purchases, develop blanket or master agreements with suppliers, and engage in contract management (e.g. copier, equipment purchases and maintenance, paper distribution, etc.)
- Confer with management and staff across the organisation coordinating purchasing activities
- Research contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of analysing information to determine product and/or service need and availability as necessary
- Respond to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals
- Oversee required purchasing processes (e.g. orders, work orders and requisitions for supplies, equipment, conference and event organisation requests, bid for supplies, equipment and services, etc.) for the purpose of acquiring necessary resources to support the operation of the organisation
- Maintain purchasing information, files and records (e.g. request for proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines
- Process purchasing-related information (e.g. bid documents, tabulations, requisitions, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorising for action and/or complying with established accounting practices
- Review records of materials, equipment, products, or services ordered and received
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions
- Serves as liaison with vendors (e.g. telephone service, office supplies, cleaning supplies, etc.) for the purpose of monitoring and consolidation of orders for better management of expenses

- Manage the Purchasing Department staff members including but not limited to employee concerns/problems, directing work, training, performance appraisals, etc., ensuring work assignments are complete and within department objectives
- Work with operations staff to open new, expanded or remodelled schools for the purpose of ensuring that furnishing, equipment, supplies, etc. are in place in accordance with construction timelines and within budget
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Purchasing Department
- Manage the print room
- Other duties as determined in consultation with the Director of Finance or such persons as the School may designate

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Prior work experience as a Purchasing Manager
- Familiarity with sourcing and vendor management
- A knack for negotiation and networking
- The ability to make important decisions and cope with the pressure of demanding targets and tight deadlines
- Interest in market dynamics along with business sense
- Solid judgement along with decision making skills
- Strong leadership and management skills and the ability to motivate a team

Qualifications

- Experience with vendor management software
- Team management experience
- Ability to gather and analyse data and to work with figures
- Degree in supply chain management, logistics or business administration

Contacts

- Parents
- Students
- Staff

Working Conditions

- Country role
- Managing a small team of four
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job



**Australian
International
School**

Job Description Form

- Office location within a school environment at Lorong Chuan
- Meetings as required

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required