**THE BRITISH SCHOOL JOB DESCRIPTION**

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| **Job Title: Purchase Executive** | **Department: Admin** |
| **Reports to**: **Sr. Manager – Procurement** |
| **Role:**    Provide assistance to procurement administrative functions for routine school operations. | |
| **Key Accountabilities**  **Educational Activities (E&A)**   * Handle Textbook Section operations independently. * Issue textbooks to students and reference books to teachers throughout the year. * Keep track on textbooks inventory. * MIS for textbooks inventory on monthly basis. * Textbook & Reference Book ordering process - Ask quotation from vendor, issue of Purchase Order, keep track of textbook delivery & GRPO. * Support the team in procuring Textbooks, customised stationery, and departmental resources * Handle school’s printed stationery. * Follow-up with subscription vendors for Periodicals across the school and Memberships for whole school. * Follow up with vendor for timely delivery of textbooks against various purchase orders issued by purchase team. * Complete processing of stationery items for whole school. * Assist in digitisation of textbook section.   In addition, the individual will:   * Submit vendor invoices to finance office for processing of payment against material purchased & services rendered. * Coordinate with finance office for timely disbursal of payments. * Assist purchase office for timely closing of GRPO. * Support the team to develop, implement and maintain supplier relationships and evaluation process to measure effective supplier performance and compliance | |
| **Experience**   * Relevant experience 2-3 years | |
| **Qualification/skills**   * Graduate, preferably in Commerce | |
| **Personal Attributes**   * Good Spoken English * Pro-active and takes initiative to learn new things * Able to do multitask and work efficiently under pressure * Hardworking, sincere, and diligent | |
| **Competencies:**  Will follow admin competencies | |

*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.*

*The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

***Safeguarding Information***

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder’s Signature: Date: