



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School Bangkok City Campus

Job Specification: Purchasing Coordinator

Opening Date: 22nd December 2017
Closing Date: Applications will be considered as they arrive
Position Title: Purchasing Coordinator
Department: Administration
Line Manager: Administration Manager
Salary: Dependent on experience

Key Responsibilities The Purchasing Coordinator reports directly to The Administration Manager and is responsible for the effective operation of the purchasing function of the school. In particular, The Purchasing Officer will

- To operate the school's purchasing function according to the school policy and in particular;
 - ensure all purchasing is authorized in advance
 - raise and control Purchase Orders from Purchase Requisitions
 - obtain competitive quotes for high value purchases
 - negotiate best price and terms
 - ensure purchasing is in accordance to required specification

- assign accounting codes to all purchases and reimbursements
 - liaise with departmental heads regarding requirements and specifications
- To update the school's department expenditure control records providing monthly budget versus actual analysis
- To manage and control the overseas educational resource order cycle with the school's UK consolidator ensuring
 - shipping arrangements are made
 - quotes are approved before ordering
 - customs documentation is raised
 - delivery timelines are met
 - co-ordinate and receive delivery of shipments at the school
- To check deliveries are in accordance to order quantity and specifications
- To follow up outstanding orders and to meet timelines for delivery
- To maintain purchasing records and documentation
- Ensure all work is properly delegated, prioritized and controlled
- To assist in the sourcing and development of school products e.g. uniform, trip shirts and sports kit.
- To support the logistics and arrangements of major school events e.g. sports days, FOBISIA competitions
- Liaise and co-ordinate with Shrewsbury International School Bangkok Riverside Purchasing team where appropriate on purchasing matters including policy and obtaining best price and value for money.

Professional
Expectations

- Excellent Thai language ability (written and spoken)
- Good English language ability (written and spoken)

- Ability to communicate and work effectively with a wide range of staff and colleagues
- Positive and pro-active attitude
- Work with integrity and honesty
- Enjoy working in an educational setting
- Flexible and able to work under pressure
- Good presentational and organizational skills

Safeguarding: Shrewsbury International School is committed to Safeguarding and promoting the welfare of children.

The successful candidate will be required to:

- attend a compulsory Child Safeguarding course
- promote and safeguard the welfare of all students in the school. The successful candidate will understand their duty to report to a designated Child Protection Officer any concerns they have for the welfare of a student. This may include the reporting of unsafe practices witnessed within the school as outlined in the school's Whistleblowing Policy.
- Form a professional relationship with the students where personal boundaries are respected and maintained.
- listen to and help pupils resolve issues that may be creating barriers to learning;
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding

This post is subject to satisfactory:

- Thai Police check prior to the start of the employment.
- Proof of identity
- Two professional references
- Verification of qualifications.

How to Apply: Interested candidate should submit a letter of application and an up-to-date CV to gig@shrewsbury.ac.th with interviews being held shortly after the applications are received.