

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	Procurement Officer	Reference: 220803
Function/Department	Finance	Location: Hong Kong
Manager Title	Finance Manager	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Procurement Officer is primarily responsible for the asset inventory. Under the supervision of the Finance Director, HK and Office Manager, the Procurement Officer has the responsibility for the management of the daily procurement activities in the School from the request to the delivery of goods, works and services, as well as to provide other administration support when needed.

Responsibilities

Procurement:

- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice
- with due regard to sustainability, ethical purchasing standards and costing
- Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and
- report on this on a regular basis.
- Work with internal stakeholders (teachers or operations staff) to determine procurement needs, quality and delivery requirements.
- Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance
- Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis
- Control and monitor expenses against approved budgets
- Develop sourcing strategies
- Cost saving budgeting and targeting
- Set and plan how to achieve supplier accreditation and service level management
- Payment terms negotiation, optimization and management
- Review inventory and update as required
- Receive orders from various departments
- Initiate and keep track of orders
- Receive, inspect and distribute orders
- Reconcile or resolve order discrepancies with supplies.
- Monitor delivery times to ensure they are on time
- Maintain good relationships with suppliers and renegotiate prices on a regular basis
- Coordinate annual overseas orders.
- Keep daily records
- Annual asset stock take
- Accounts to be submitted for payment to vendors on time
- Administration and reporting as necessary
- Make or purchase policy analysis and recommendations
- Lease or purchase policy evaluation and recommendation

Office Administrator:

- Manage filing, documentation, printing of documents, claims
- Provide general school administrative support

Others:

- Carry out other duties and tasks as reasonably directed by the Finance Director, HK and Office Manager

Position Requirements

- Previous experience as a Procurement Officer, or similar role
- Computer literacy qualification is essential. Proven ability to utilize and develop computerized spreadsheets and word processing applications
- Procurement Software and Asset Software experience is essential
- Accounting Software is an advantage
- Experienced in handling a wide range of administrative and executive support related tasks
- Able to work independently with little or no supervision
- Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people
- Attention to detail and problem solving skills
- Excellent written and verbal English
- Ability to speak Mandarin is a benefit
- Strong organisational and planning skills
- Proficiency in MS Office

Qualifications

- At least 3 year of related working experience with degree in related discipline required

Contacts

- Direct reporting to Finance Director, HK
- Regular interactions with internal staff working at School and Admissions Office
- External parties

Working Conditions

- School Environment
- Will be required to work independently and as part of a collaborative team effort
- Working hours 7.30am to 4.30pm, Monday to Friday, plus occasional extended working hours to complete some projects and to support school-related events may be required

Terms of Employment

- Annual Leave: 15 working days
- Medical Benefits: Medical insurance provided where applicable
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

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Safeguarding

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 whom 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 times. 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 Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.