

## Procurement Manager

### Job Responsibilities:

1. Manage and execute the procurement business according to the plan of the school, make the procurement plan, organize the bidding and tendering activities, develop and improve the procurement procedures to ensure the efficiency;
2. Develop and manage supplier resources, implement supplier review procedure to select qualified suppliers according to business requirements, establish strategic partner resource base and continuously optimize supplier resources;
3. Cooperate with relevant departments of the school to determine the delivery standard of goods and ensure the suppliers to deliver according to the standard;
4. Monitor daily delivery performance and product quality of suppliers, complete daily assessment, follow up abnormal situation of delivery and product quality;
5. Pay close attention to market price and supply trends, improve purchasing strategy, ensure stable supply and reduce purchasing cost;
6. Develop new supply channels, cooperate with relevant departments to optimize the material structure, control the procurement cost, and ensure the procurement cost within the budget;
7. Procurement inquiry, bargaining and pricing process control, procurement process and channel design, supplier contract signing;
8. Responsible for the revision and compilation of standard text of strategic purchase agreement and standard text template of contract;
9. Responsible for contract management, strategic procurement, contracts signing and renewal, sub-agreement approval, information input, filing and contract number management etc.;
10. Supplier payment reconciliation, make payment request and arrange payment plan;
11. Other assigned works.

### Job Requirement:

1. 4 years' university degree in Engineering, Engineering Management (including Purchasing Management), Supply Chain, or other equivalent field;
2. Good knowledge of purchasing management and proficient in purchasing management systems such as 8Manage SPM;

3. Knowledge of International Schools/education groups, experience in school preparations is preferred;
4. At least 5 years of relevant work experience in education project purchasing and supplier resource management, including more than 3 years of strategic purchasing management experience in education enterprises;
5. Strong communication and negotiation skills, strong overall planning and execution;
6. Strong sense of responsibility and professionalism, fairness, honesty and integrity;
7. Good verbal and written communication skills in both English & Chinese.