

## JOB DESCRIPTION: SENIOR PURCHASING EXECUTIVE

### Nexus International School (Singapore)

Purchased by Taylor's Education Group in July 2011, NISS meets the educational needs of students from approximately 50 different countries. The school's main constituency is expat families in Singapore, but it also accepts Singaporean students (subject to government approval) and Student Pass holders from a range of countries. Staff are recruited from Singapore, other national systems and international schools from around the world. Almost 20 different nationalities are represented.

The spacious 470,000 sq ft campus at 201 Ulu Pandan Road, just 2km from Holland Village, has excellent facilities to support all academic and co-curricular programmes for up to 1,200 students. These include swimming pools, gymnasiums, sports fields and recently renovated academic areas. NISS is committed to the integration of innovative learning technologies in the classroom and implemented a 1:1 Apple laptop scheme in the Secondary School in 2013. This was extended to Year 6 in 2014. The Primary School has a 1:2 ratio of MacBooks to learners and other technologies are integrated across the curriculum, including iPads and a range of the latest tools to aid learning.

NISS is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) and Diploma Programme (DP). It is a member of the Council of International Schools (CIS), and an approved Cambridge International Examinations (CIE) Centre. NISS is EduTrust certified and is currently a candidate school for CIS/WASC accreditation.

NISS is a member of Taylor's Education Group and the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

### Purpose/Vision Statement

To educate the youth of the world to take their productive place as leaders in the global community.

### Mission

Nexus International School (Singapore) will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

### Core Values

- Respecting and caring for each other
- Being dedicated to a culture of Excellence
- Openness in Communication
- Acting with Integrity
- Being Passionate in what we do
- Creating Enjoyable environments

### Desired Culture/Our Promise

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

### Key Objectives Of The Position

Job-holder is responsible to administer the purchasing activities and ensure that all purchases are made at the optimal price.

### Role

Operational Management
<ul style="list-style-type: none"> <li>• Enters and process Purchase Request and Orders in Sage 300 Procurement module</li> <li>• Ensure data accuracy and integrity are maintained in the system</li> <li>• Process the purchase orders by liaising with suppliers and stakeholders</li> <li>• Track the status of requisitions, contracts and orders</li> <li>• Ensure all stakeholders and/or suppliers pertaining to queries about order status, changes or cancellations are responded</li> <li>• Lead in the sourcing process locally and overseas for new goods not supplied by regular principals/suppliers</li> <li>• Manage the air and sea freight and liaise with forwarders on services and costs</li> <li>• Manage the local and overseas purchase enquiries from stakeholders</li> <li>• Ensure insurance declaration is done for purchases</li> <li>• Lead process improvement initiatives for the purchasing function</li> <li>• Work closely with the Purchasing Executive to meet stakeholders requests</li> </ul>
Procurement and Control
<ul style="list-style-type: none"> <li>• Check shipments when they arrive to ensure that orders have been fulfilled correctly and that goods meet specifications</li> <li>• Ensure all purchase request are approved within mandated guidelines</li> <li>• Review requisition orders to verify accuracy and specifications</li> <li>• Monitor contractor performance, recommending contract modifications when necessary</li> <li>• Analyzing and reporting of purchasing activities and budget balances</li> </ul>
Administrative
<ul style="list-style-type: none"> <li>• Generate purchasing report, bid proposals, requirements documentation and tender documents</li> <li>• Review and maintain purchasing files, reports and price lists</li> <li>• Submit administrative reports as requested by Manager or Senior Management</li> <li>• Perform any other duties as assigned by Manager/Senior Management</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the principal and member of staff, to be reviewed annually.

### **Expenditure Authority**

Up to budget allocations consistent with school policies

### **Key Relationships**

The Senior Purchasing Executive reports to the Finance Manager. In addition the Senior Purchasing Executive will develop and maintain effective working relationships with:

- Senior Leadership Team (SLT)
- Other academic staff
- Administration staff
- Parents
- Learners

### **Personal Specification**

#### **Qualifications and Training**

- Degree or Diploma qualification in Business

#### **Experience**

- At least 5 years of relevant working experience in Procurement

#### **Knowledge and Understanding**

- Knowledge of procurement methods and procedures of a centralised purchasing function
- Knowledge of school system is preferred
- Proficient in data entry and management
- Possess good IT skills and knowledge of Sage 300
- Proficient in Microsoft (MS) Applications such as Excel, Word and PowerPoint

#### **Person Qualities**

- Customer-centric
- Meticulous and organised
- Team player
- Integrity and honesty
- Possess good interpersonal, oral and written communication skills
- Possess strong presentation skills
- Ability to work harmoniously with colleagues, students and other customers in a multicultural environment
- Ability to manage time and adhere to deadlines

- Ability to multi-task

### Core Competencies

We are looking for someone who can

- Work well with key stakeholders and other departments/functions
- Possess the requisite technical skills
- Establish and maintain good relationships with colleagues, learners and parents
- Communicate effectively orally and in writing
- Positively influence others
- Listen actively
- Team player, motivate and engage with colleagues