

# Procurement Executive

commencing as soon as possible  
- 40 hours/week -

CELEBRATE YOUR ROOTS. DISCOVER YOUR WINGS

Choose  
IB or GERMAN  
CURRICULUM



The German European School Singapore (GESS) is a multi-lingual, not-for-profit, international school in Singapore with a distinct European flavour. GESS provides international education to more than 1,600 students of more than 50 nationalities from Pre-School to Grade 12. Since its foundation in 1971, the school has evolved into a school with two sections: as an authorised IB World School our European Section offers tuition in English for students from three years old to high school across all three IB programmes, the PYP, the MYP and the IB Diploma. As an accredited 'Excellent German School Abroad', the German Section of GESS offers all major German school leaving certificates. GESS is a private school association led by an elected committee and the school management. Currently, more than 400 full and part-time staff are employed at the school. In August 2018, GESS moved to a new site in central Singapore to a purpose built, brand new school campus.

## Responsibilities:

- Develop and implement procurement and contract management instructions, policies and procedures
- Establish and maintain department objectives, standards, guidelines and budget to achieve proper management of department
- Communicate and coordinate with school departments/ sections and thus understand their needs and anticipate and resolve issues, ensuring customer satisfaction and that procurement services meet the needs of the organisation
- Review all school contracts and coordinate the acquiring of information to ensure that all contracts are executed according to school policies
- Research and communicate with the existing and potential vendors to cultivate working relationships and develop most advantageous price and service agreements; seek additional quality suppliers to improve vendors list for both domestic and overseas suppliers
- Timely generate and issue Purchase Orders (PO) to vendors through the School Management System (Synergetic)
- Create open PO's for recurring purchases and performs online purchases.
- Negotiate best pricing and terms and conditions with vendors
- Build, maintain and strengthen good professional relationship with vendors
- Revise and authorise purchase orders within assigned limits to facilitate acquisition of required supplies and/or equipment.
- Manage the school shop to ensure all retail officers perform their duties in accordance with the school guiding statement and policies.
- Provide consultation to management on issues pertaining to procurement, such as price quotes and product quality to provide company with suitable information for decision-making
- Supervise the school shop for ordering, stocking and selling products to maintain minimum requirement
- Other tasks as required by the Financial Controller

## Requirements:

- Strong knowledge in various areas of procurement including but not limited to furniture, school supplies and teaching material, IT-equipment and maintenance items
- Well established negotiating skills
- High level of intercultural, problem solving and analytical skills which can be used to take initiative and meet objectives
- Ability to facilitate and lead work groups through planning and manage the utilisation of resources
- Effective written and verbal English and communication skills min. 5 years of experience in procurement and/ or through a degree in business or closely related field and 2 years procurement experience
- Self-motivated and open-minded personality with ample cultural awareness and eager to work in a multi-cultural team

We offer an exciting working environment in an international and cooperative team. Your application should include a letter of application, your complete resume and salary expectation.

Please indicate your reasons for applying for the position. Submit your application via our Careers Page at [www.gess.hbcareers.com](http://www.gess.hbcareers.com). Please note, that only shortlisted candidates will be notified. The School reserves the right to appoint prior to the application deadline.

Our Students are our most valuable assets. As any professional international school, GESS has a Child Protection Policy. Our recruitment process reflects this policy in that we ask for a police clearance check and further background checks for shortlisted candidates.



German European School Singapore

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[www.gess.sg](http://www.gess.sg)

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