



## Job Description

Kings' Education

**Job Title:** Procurement Assistant

**Department:** Operations

**Reports to:** Procurement Manager

### Job Scope

To assist the Procurement Manager in the procurement of resources for all three schools. To build effective relationships with local and international suppliers.

### Job Responsibilities

- **Quotations** - to assist in obtaining quotes for local and international purchases.
- **Computer Literacy** – competent in Excel with knowledge of Word and Microsoft programs.
- **Systems** – to be able to operate the ERP (Enterprise Resource Planning) System to with use of the Indent Purchase Module and Items Receipt Note., being able to produce Indenting Reports and issue LPO's (Local Purchase Orders).
- IT – to liaise with the IT Department in the setup of contract codes required to operate the ERP system.
- **Meetings** – to attend Operational Meetings as and when requested by the Procurement Manager or Operations Manager.
- **Payments** – to assist in the follow up of payments to suppliers.
- **Filing** – to manage the procurement office filing system to ensure ease of access for processing.
- Liaises with resource assistant where necessary
- Liaises with and assists the Procurement Manager for startup of new staff apartment facilities.
- Liaises with ANC Procurement Management and Staff.
- Serves as a positive, contributing member of the OLT, supporting policy and practice for all three schools.
- Adheres to Essential Agreements as established by Kings' Education Management Team.
- Works to hours agreed with the Procurement Manager. It is understood that these may vary according to school requirements at various times in the year.

## General Accountabilities

### Working Conditions

Working across all 3 schools with a base at Kings' Education offices within Kings' School Al Barsha.

## Job Competencies

### Education and Experience

- Education: To at least 6<sup>th</sup> Form level
- Experience: Experience of organising tasks and prioritising effectively, preferably in school setting
- Excellent Knowledge of Microsoft, particularly excel
- Any knowledge and experience of Engage would be useful
- Experience of ERP System required and experience of Oracle preferable

### Knowledge, Skills and Abilities

- Knowledge:
- Competent in data base systems
  - Awareness of school administration processes
- Skills:
- Strong verbal and written communication skills in English
  - Excellent Communication Skills
  - Organisation Skills
  - Ability to learn new systems quickly and use own initiative

### Personal Traits

A self-starter with the ability to work as part of a team. A positive and proactive person with the ability to innovate with new ideas. A confident and reliable member of the team.

## Positional Organization Chart

**Procurement Manager**



**Procurement Assistant**

## Document control

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|------------------------------------|------------------------|--------------|--------------|
| Prepared by:                       | Reviewed by:           | Approved by: | Received by: |
| Procurement<br>Manager<br>Oct 2014 | HR Manager<br>Oct 2014 | (Date)       | (Date)       |