

NORD ANGLIA INTERNATIONAL SCHOOL, HONG KONG

Purchasing Officer

Nord Anglia International School, Hong Kong is looking for a Purchasing Officer. Reporting to the Finance Manager, the incumbent is to ensure an effective and efficient purchasing function is established for the School, goods and services are sourced, prices negotiated, orders placed and delivered as planned and payment is made as per agreed terms

The successful candidate will:

- be qualified to tertiary level in Procurement, Accounting, Finance or related business disciplines
- have at least 3-5 years' experience in procurement and accounts payable
- have excellent communication, interpersonal, organisation and negotiation skills
- have strong computer literacy skills such as Word and Excel
- have good command of written and spoken English, Cantonese and Mandarin
- be flexible and a team player
- have strong attention to detail

Nord Anglia International School, Hong Kong is a new international school located in Lam Tin in East Kowloon. The fully renovated School will feature high quality facilities and resources for up to 660 students between years 1 to 7.

Nord Anglia Education is looking for someone with a positive, enthusiastic and self-motivated approach to their work, driven to strive for continual improvement and with a high level of personal integrity. As a member of the world's leading premium schools group you will be joining an active network of like-minded people in Hong Kong and across the world.

This is an exciting time to be joining Nord Anglia Education. We are the world's leading premium schools organisation with schools across Asia, the Middle East, Europe and North America. Nord Anglia Education has 29 schools in 13 countries and is responsible for the education of over 17,000 students.

Find out more about us at www.nais.hk

To Apply: Please click <https://www.jobtrain.co.uk/NORDANGLIA5/displayjob.aspx?jobid=1271>

Online applications should contain a CV, letter of application and the details of two professional references along with current salary expectations.

Salary: Competitive

Closing date: 12 noon (Hong Kong Time), Thursday 31th July 2014