



ABOUT US

Nord Anglia Education is the world's leading premium schools organisation, with campuses located across 28 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 61 schools educate more than 60,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers and staff, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Every parent wants the best for their child — so do we. Nord Anglia Education schools deliver high quality, transformational education and ensure excellent academic outcomes by going beyond traditional learning. Our global scale enables us to recruit and retain world-leading teachers and to offer unforgettable experiences through global and regional events, while our engaging learning environments ensure all of our students love coming to school.

VACANCY

PROCUREMENT OFFICER

- Location: **Phnom Penh**
- Schedule: **(Monday to Friday from 7:30 am to 4:30 pm)**
- Salary: **Negotiation**
- Expected Employment Start Date: **ASAP**
- Report to: **Finance/Business Director**

Main Responsibilities:

- Provide a strategic, efficient and flexible procurement service which will deliver optimum value for money, cost savings and best quality of service
- Advice and support internal stakeholders in procurement and supplier relationships helping to drive better procurement practice
- Executes procurement activities such as the tender process, supplier relationships and contract management for goods and services
- Assist in the development of internal procedures and documentation in relation to local and overseas procurement
- Tracking the progress of ordering from local and overseas and ensure the products or services distribution effectively to the stakeholders
- Advising and assisting internal stakeholders in purchasing and ensure purchases are properly approved
- Administering and support the implementation of supplier contracts
- Leading and monitoring supplier relationships
- Any other purchasing requirements as requested by the senior leadership team

Requirements:

- Bachelor degree or equivalent
- Experience of both local and overseas purchasing processes
- Ability in tracking and dealing with enquiries and working to deadlines

- Professionally communicate in English both writing and speaking
- Professional Negotiation skills
- Accountability and reliability
- IT competence (Word, Excel, Internet)

APPLICATION INFORMATION

Applications should include a cover letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees.

Applications should be sent to employment@nisc.edu.kh

Closing date: 31 Sep 2019

The school reserves the right to appoint before this deadline if the right candidate is found.

Northbridge International School Cambodia is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.