



Celebrating 45 Years

Vacancy: Procurement Officer

We are looking to recruit a Procurement Officer to join the Business Operations team immediately. Reporting to the School Business Manager, the successful candidate will act as the liaison between School Staff (both Academic and Administrative) and Key Service Providers (Facilities, Transport and Canteen Provider) for day to day issues, escalating the issue to the Senior Business Manager when necessary.

The role will include the development and management of an integrated school-wide procurement procedure, liaising between the School Business Manager and School staff in the allocation and management of budgets and procurement requests.

The successful candidate will possess the following qualification and experience:

Requirements:

- Candidate must possess a degree in a relevant discipline
- Minimum 2-3 years' experience in Procurement
- Excellent command of spoken and written English
- Good cross-cultural, interpersonal & communication skills to interact with diverse nationalities and cultures
- Ability to collaborate effectively with school departments and cross-functional teams
- Excellent time management skills and flexibility in dealing with multi-functional tasks
- Computer literate in MS Office, MS Excel & MS Power Point and school databases with good presentation skills
- Keen eye for detail and organisation
- Pleasant and confident personality with a cheerful disposition
- Data analysis skills

Key tasks and responsibilities include:

- To develop and manage an integrated school-wide procurement system, including Supplier research and competitive analysis, supplier management, inventory management and processing of purchase orders, the clearing of international shipments and liaising with the Finance department regarding final invoices
- To support the School Business Manager where necessary

Please send a covering letter and cv to adminrecruitment@dovercourt.edu.sg

