

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: PROCUREMENT MANAGER
SCALE: PRC support staff salary scale
CONTRACT DAYS: FULL YEAR

POSITION SUMMARY:

The Procurement Manager is responsible for overseeing some of key commodities (including construction, facility maintenance, site services, IT hardware & software, furniture, consultant service, etc.) and services for local and overseas purchases of the School.

SUPERVISED, EVALUATED & REPORTS TO:

Procurement and Contract Director

QUALIFICATIONS:

- Strong customer service focus
- Ability to interact with vendors and related offices in Shanghai American School
- Proven procurement experience in the professional service industry, solid understanding of procurement concepts, processes, technology and best practices
- Product knowledge desired
- Field experience of strategic sourcing and supplier management
- Results oriented, strong analytical and organizational skills
- Strategic thinking, excellence in people management and development
- Ability to establish presence and credibility with diverse stakeholders; proven ability to interact and work with senior executives as necessary
- Strong relationship-building and negotiation skills
- Ability to communicate in a clear and concise manner
- Business transformation and change leadership awareness
- High standards of ethical integrity and professional conduct
- Detail oriented, dependable, analytical and able to keep up in a fast paced environment
- Ability to work efficiently and independently in a busy work environment
- Fluent in English and Mandarin, both spoken and written
- Bachelor's Degree or above
- Minimum 5-years working experience, supply chain management could be also considered

PERFORMANCE RESPONSIBILITIES:

- Interpret and exemplify the Vision/Mission of the function to instill a customer-oriented mentality to the team
- Develop responsible categories procurement strategy/policies, lead key process improvements
- Follow school policies in procurement
- Maintain highly positive stakeholder relationships
- Represent the procurement function to negotiate and establish contracts for significant supply relationships.

- Design and implement vendor selection/certification and measurement program
- Accept and scrutinize vendor bids and proposals
- Investigate where to purchase orders and qualify vendors
- Arrange vendor contracts, bargain for best value for the school and observe quality of purchased materials
- Ensure the procurement team is delivering agreed levels of service; initiate and coordinate actions to address issues related to underperforming categories and suppliers
- Take responsibility for decisions, consequences and results having impact on people, costs, and/or service within the procurement function
- Ensure accurate work quality
- Lead internal audit and control to ensure policy compliance
- Prepare reports and required documentation for administrators
- Other duties as assigned

SAS BELIEVES:

- That each Employee makes a significant contribution to our success.
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.