SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: **PROCUREMENT AND CONTRACT DIRECTOR**
SCALE: Support Manager Salary Scale
CONTRACT DAYS: Full year

POSITION SUMMARY:

The Procurement and Contract Director is responsible for overseeing all local and overseas purchases of goods and services for the organization, with annual spending of over CNY 150M, mainly in contract services, facilities, and IT. This role demands strategic thinking, strong negotiation skills, and a deep understanding of market dynamics to optimize procurement strategies and drive cost efficiencies.

SUPERVISED, EVALUATED & REPORTS TO:

CFO

RESPONSIBILITIES:

- Establish goals, objectives, and performance metrics for the purchasing and contractual needs of the organization and its divisions/departments.
- Implement and execute purchasing policies and procedures to ensure that the organization is in compliance with organization's policies, and local and overseas regulations
- Develop strategic sourcing / purchasing plans that support the profitability of the organization
- Develop and report on key performance indicators related to procurement activities
- Analyze current spend and find areas to improve service, reduce costs, and streamline purchasing procedures
- Lead vendor selection and evaluation process, to determine best in class practice
- Manage the contract renewal process with all external providers in line with best practice
- Collaborate with multiple stakeholders in the organization to optimize operational and project needs
- Negotiate contracts and agreements with vendors to secure favorable terms and conditions
- Lead and mentor the procurement team, providing guidance and support to achieve departmental goals

QUALIFICATIONS:

- Bachelor's degree in Business Management, Finance & Accounting, or related field.
- Minimum 8 years previous experience in an operational, organizational management, budget development, cost management and supervisory role.
- Fluent in English, Mandarin language proficiency a must
- High standards of ethical integrity and professional conduct. Strong internal control and compliance mindset.
- Strong customer service focus, oral and written communication, vender's relationship, market knowledge, negotiation and organizational skills.
- Excellent understanding of procurement concepts, processes, technology and best practices
- Prior experience with facilities management and construction projects a plus
- Strategic thinking, results oriented, strong analytical and organizational skills
- Leadership presence and ability to establish credibility with diverse multinational stakeholders

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SAS BELIEVES:

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

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.