

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: PURCHASE AND CONTRACT DIRECTOR
SCALE: Expatriate Support Staff Salary Scale or PRC Support Staff Salary Scale
CONTRACT DAYS: 210 Days or Full-Year Contract

POSITION SUMMARY:

The Purchase and Contract Director is responsible for overseeing all local and overseas purchases of goods and services for the School.

SUPERVISED, EVALUATED & REPORTS TO:

CFO/CBO

QUALIFICATIONS:

- Minimum Bachelor's degree in Business Management, Finance & Accounting, or related field.
- Minimum 5 years previous experience in an operational, organizational management, budget development, cost management and supervisory role.
- Fluent in English, Mandarin language proficiency preferred
- High standards of ethical integrity and professional conduct.
- Strong customer service focus, oral and written communication, vendor's relationship, market knowledge, negotiation and organizational skills.
- Excellent understanding of procurement concepts, processes, technology and best practices
- Proven procurement experience, preferably in the construction industry
- Strategic thinking, results oriented, dependable, strong analytical and organizational skills
- Ability to establish presence and credibility with diverse stakeholders.
- Business transformation and change leadership awareness.

PERFORMANCE RESPONSIBILITIES:

- Establish goals, objectives, and performance standards for the purchasing and contractual needs of the school and its divisions/departments.
- Coordinate the establishment and implement, evaluate, and modify purchasing policies and procedures; interpret and apply policies, laws, and regulations pertaining to international standards or government procurement and property disposal practices and ensure that the school is in compliance.
- Analyze performance and workload data and develop and implement procedural changes, new methods, or automated systems as appropriate, in order to increase efficiency and cost-effectiveness of the purchasing and contractual programs.
- Prepare and control the department budget, as formal cost benefit analysis.
- Select, train and evaluate staff and resolve operational personnel issues to ensure the purchasing team is delivering agreed level of service.
- Plan, organize, and direct the work of employees engaged in the buying of supplies, materials, equipment and services.
- Confer with school divisions/departments to determine purchasing needs, legal requirements, and product specifications, and to share information about cost, availability, vendor qualifications, and current technology.

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- Monitor the preparation, evaluate requisitions against the related budget, and approve the technical specifications for each item, and purchase orders for supplies, equipment, and products or substitute options.
- Develop and approve standardized specifications for the purchasing of commodities used by several divisions/departments if needed.
- Direct the invitation, advertising, opening, and receipt of bids and the making of awards and approve based on the ideal balance between the lowest cost, quality control, and improved cash management through strict adherence to payment terms and conditions; and in accordance with the School policies.
- Review bids, quotations, contracts, agreements, and purchase orders to ensure clarity; “Best Value” at all times, and compliant with School policy.
- Manage the contract renewal process with all external providers in line with best practice and School policy.
- Ensure maintenance of appropriate original copies of contracts, documentation, approved vendor’s list, and records by the Purchasing department.
- Research market conditions and new products; negotiate with vendors regarding purchase requirements, price, trade and cash discounts, deliveries, current product development, and submission of bids and quotations for School purchases.
- Investigate and resolve vendor or contractor’s grievances, and claims from divisions about products and services; or from vendors and contractor regarding payments; evaluate vendor performance.
- Represent the School in negotiating and formulating contractual policies with suppliers.
- Monitor, identify, and investigate the discrepancies between receiving documentation and the purchase order or contract to be resolved in a timely manner.
- Inform when required the school’s Principal and Finance Director of the general nature of ongoing contracts/projects and their status, on an at least quarterly basis, as organize a formal meeting regarding the status (timely soliciting review and counsel) of new, open and ongoing, and closed contracts/projects.
- Monitor and supervise any contracts in relations with School facilities’ rents in coordination with the Finance and Administration Director, and any other related parties.
- Assist in an annual inventory of all school resources in liaison with the CFO/CBO.
- Monitor the identification, distribution, and disposal of stock in stores, materials and capital expenditure management, and surplus of School property.
- Ensure availability of supplies and services by approving contracts and maintaining inventories in a timely manner.
- Secure supplies by implementing security system and measures; protect employees and suppliers by providing a safe and clean environment.
- Maintain highly positive stakeholder relationships and promote internal/external collaborations
- 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.