



## JOB DESCRIPTION

### Procurement officer

Job Title:	Procurement Officer
Line Manager:	School Operations Manager

#### Duties and Responsibilities

- Liaise with users regarding their requirements according to their purchase requests.
- Answering telephone and email enquiries from users and suppliers.
- Source suppliers and obtain quotations/request for proposals from the suppliers.
- Carry out quotations/request for proposals evaluation process.
- Create purchase requisitions on AX Dynamics for the budget holder's approval and convert them to Purchase Orders ensuring the accuracy.
- Send the Purchase Orders to users and suppliers.
- Follow up orders and delivery of purchases with the suppliers ensuring the delivery of goods to the agreed locations.
- Liaise with suppliers on damaged and return goods.
- Handle Product receipt and invoice matching on AX Dynamics and prepare daily invoice record for the Accounting Department for settling the payment.
- Handle requests for stationery and resources material.
- Assist the Senior Procurement Executive in broadening the supplier base for better product quality and competitiveness.
- Perform any ad hoc projects or duties assigned within or outside the Procurement Department by the Senior Procurement Executive or the Director of Operations.

#### Requirements

- 1 to 2 years' experience in the relevant field
- Good verbal and written communication both in Japanese and English
- Ability to work as a member of team and independently under pressure
- High standard of accuracy and good attention to detail is required
- Knowledge of AX Dynamics will be preferred

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

If you are interested in an opportunity to work with us, please send your full resume by email to [hr@harrowappi.jp](mailto:hr@harrowappi.jp). Please state the job title in the subject of your email. All applications will be treated with the strictest confidence. Only short-listed candidates will be notified.