
Purchasing Specialist

Job Description

Core Purpose:

The core purpose of this position is to effectively administer the purchase, receipt and distribution of school and office materials, furniture and appliances in accordance with ISB financial regulations, policies and procedures.

Duties should be conducted in such a way that the post holder will support the aims and values of the school at all times.

ISB Philosophy and Objectives:

It is expected that all ISB employees will become familiar with the school mission, working to promote these in all aspects of their role

***“We all want to learn more;
We all do it in different ways;
We all have fun learning;
We all help.”***

Line Manager:

Accounting and Finance Manager

Responsibilities:

- Supporting Purchasing Officer in day-to-day procurement tasks, such as working with suppliers, compiling purchase orders, giving procurement orders, distributing goods received, archiving etc. Providing cover for this position as needed;
- As a member of a small team being responsible for leading purchasing for assigned articles;
- Collaboratively responsible for the budgeting phase and logistic planning, procurement and distribution of the bulk orders during summer break;
- Collaboratively responsible for expanding and deepening local and international supplier relationships and assisting the Purchasing Officer in sourcing new suppliers;
- Input, update and validate data used in the finance system (currently SAGE 200 Extra) and other school databases as required;
- Ensuring ISB financial policies and procedures are followed for purchase order approval, requisition, execution, invoicing, order verification and delivery of goods;
- International procurement of school materials and services;
- Preparing and maintaining appropriate, detailed and accurate records;
- Working within tax and international goods transfer regulations and being informed of any changes and updates that may occur;
- Preparing price and cost analyses of offers, as well as negotiating best value terms and conditions;
- Maintaining price lists for services and materials required regularly;
- Ensuring distribution delivery of goods to appropriate location;
- Conducting inventory of goods when required;

- Ensuring stockroom contains adequate supplies;
- Liaising with teachers/ budget holders regarding open orders and issues and assisting with tracking and reconciling departmental budgets;
- Following up with suppliers on late deliveries, managing claims and returning shipments in case of need;
- Preparing statistics and documentation for audits and as required;
- Coding invoices according internal guidelines;
- Contributing ideas and input to process improvement and IT system development;
- Carrying out additional activities in line with the general expectations of this job description.

Professional Qualities and Qualifications:

- Commercial accounting background or purchasing background with a minimum of 2 years of experience. Direct experience in purchasing or accounting and familiarity with Swiss accounting practices and regulations would be advantageous;
- EU/Swiss nationality or current Swiss work permit holder;
- Detail oriented with strong organizational, time management and multi-tasking skills together with an ability to prioritize;
- Ability to work effectively both as a member of a team as well as independently with minimal supervision;
- Ability to work effectively and efficiently under pressure and when managing multiple tasks and completing priorities;
- Being able to take and implement direction to ensure effective and efficient management of the workload;
- Good level of IT competence and experience with Microsoft Office program; previous experience in ERP system is required;
- Excellent written and verbal communication skills in English and German;
- Strong interpersonal skills and the ability to interface with a variety of individuals to effectively perform job functions;
- Proven track record of working in a multi-cultural environment is desirable;
- Service oriented mindset together with maturity and commitment to exercise sound judgment;
- Ability to work with tact and discretion, and being able to maintain confidentiality;
- Competent, self-motivated and creative, especially in problem-solving;
- Flexibility, reliability and initiative in support of school functions.

Updated: November 2021