

Wonderful Opportunity for Purchasing Officer

Dyatmika is a supportive school community with a collegial feel, a positive parent body, students who want to learn and achieve a high standard.

We are seeking to employ a Purchasing Officer. The office hours: Monday - Friday with a competitive salary and benefits package

We ask that you:

- Have at least SI Economy or Management or SI Accounting
- Have a minimum of two years' experience in the same field.
- Proven work experience as a Purchasing Officer, Purchasing Agent or similar role.
- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors).
- hands-on experience with purchasing software (e.g. MYOB or Engage Accounts)
- solid analytical skills, with the ability to create financial reports and conduct costs analyses.
- Have negotiation skills.
- English speaking fluently (80%).

Additional selection criteria include:

- Good health.
- Trusted person, honest, low profile, smart, strong, work efficient, hard worker.
- Able to work in a multi-cultural work atmosphere.
- Have responsible two-way communication skills.

Position Summary

We are seeking an organized, experienced purchasing officer to join our growing team. In this position, you will research and negotiate the best price and quality for our supply needs. You will establish relationships and serve as a representative of the company when negotiating contracts and building vendor and supplier trust as well as track and monitor the delivery and confirmation of all materials and supplies.

Major Responsibilities

- Research and evaluate potential vendors and suppliers.
- Request quotes and compare prices for maximum benefits.
- Estimate and establish cost parameters and budgets for purchases.
- Create and maintain good relationships with vendors and suppliers.
- Negotiate appropriate contracts for pricing and supply.
- Examine and review products and supplies to ensure quality.

- Track incoming inventory, delivery arrival time, and note actual arrival time.
- Organize and update database of suppliers, delivery times, invoices, and quantity.
- of supplies.
- Work with team members, supervisors, and purchasing manager to develop future.
- purchasing plans and source potential relationships with vendors.
- Analyze potential vendors and suppliers for future project needs.
- Ensure all deliveries contain all the goods requested.
- Collaborate with financial team members on contracts, invoicing, and other.
- financial matters.

Please visit our website to learn more about Dyatmika school

To apply, please send to hr@dyatmika.org

- a CV include recent photo
- a scan of education certificates and reference
- a letter of application – maximum of 1 page about why you would like to work at Dyatmika and what you can offer our school

Applications close on **7 January 2024**. Short-listed candidates will be contacted for an interview.

Dyatmika School believes that Child Protection and Safeguarding is the responsibility of all members of the school community.

The school conducts background-checks on all staff and adults working in Dyatmika prior to their appointment to ensure they are safe to work with children and have no criminal record. By applying to Dyatmika you are:

- *Declaring that you hold appropriate qualifications and experience to work with students*
- *Stating that there is no reason that would prevent you from working with students at our school*
- *Declaring you are willing and able to promote and safeguard student safety and welfare*
- *Supportive of appropriate background checks being made*