

JOB DESCRIPTION

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, 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 organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Purchasing Officer
Classification	General Admin
Reporting to	Head of Support Service Team / Bursar
Duties and Responsibilities	<p>Overview:</p> <p>The Purchasing officer role is to support the teaching and administration staff in providing the supplies and services that the school needs to maintain its operations.</p> <p>1. Purchasing overseas goods for all school operations</p> <ul style="list-style-type: none">● Drafting a yearly purchasing plan and schedule● Gathering purchasing requests from each department● Finalizing purchasing details of orders and deliveries● Discovering profitable suppliers and subcontractors and initiating business and organization partnerships● Negotiating with external vendors to secure advantageous terms● Signing new contracts and formally closing the deal

	<ul style="list-style-type: none"> ● Ensuring packages are adequately sent to sub-contractors so that orders can be placed in time <p>2. Purchasing domestic goods for all school operations</p> <ul style="list-style-type: none"> ● Preparing for bidding if necessary: holding meetings, negotiating ● Selecting the successful bidder and negotiating to secure advantageous terms ● Closing the contract and checking the order process constantly ● Making the payment and ordering additional goods if necessary <p>3. Other</p> <ul style="list-style-type: none"> ● Supporting the school office’s daily tasks such as greeting visitors, answering phone calls, post distribution, etc. that the postholder is located in when requested by the Head of the office ● Undertaking such other tasks as may be reasonably required by the Head of team or the Bursar ● Provide support for school functions and events <p>4. Person Specification:</p> <p>The postholder will:</p> <ul style="list-style-type: none"> ● Be able to communicate effectively in English and Korean. ● Work collaboratively and be able to show flexibility ● Understand and practice appropriate confidentiality <p>5. Safeguarding:</p> <ul style="list-style-type: none"> ● To undergo training as necessary for the role. ● Abide by the school safeguarding policy and keep abreast of any changes.
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Last JD Review

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