

Position Description

Assistant Procurement Manager

UWC Thailand

Mission

UWC Mission

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.

UWC Thailand Educational Goal

We seek to realise our highest human potential, cultivate genuine happiness and take mindful and compassionate action.

Context

United World College Thailand (UWCT), previously Phuket International Academy, was established in the northern part of the island of Phuket in 2008. Initially a Primary School, it has now grown to become a Nursery - Grade 12, school of 375 students, including boarders: the first G12 cohort graduated in May 2016. We anticipate enrolment will grow to over 800 students, including 150 boarders, within the next 8 years.

A 'mission-driven school', UWCT is focussed on providing a holistic education through its education programme that consists of five components: Academics; Social and Emotional Learning and Mindfulness; Service; Activities and Outdoor Education. UWCT offers all three International Baccalaureate programmes: Primary Years, Middle Years and Diploma, and has developed a justifiable reputation as being a leader in the field of Social and Emotional Learning and Mindfulness, an area in which it has considerable expertise. The School is a dynamic and high-energy environment.

UWCT became the 16th United World College in August 2016. Whilst maintaining what is unique about the School, there is an increased emphasis upon experiential learning, service learning and outdoor education. The school values its cultural diversity with students drawn from over 59 different nationalities. Amongst this group are National Committee scholars who have been specially selected because of their alignment with the UWC's mission and values. They come from over 30 different countries and are making a significant impact upon the community. The school is committed to increasing the number of such scholars in the years to come.

Reports To

Finance Director

Main Working Relationships

Accounting staff, Admin staff, Teacher

Responsibilities

- Negotiate the best deal for pricing, quality, terms of payment and supplier contracts.
- Sourcing and engaging reliable suppliers and vendors.
- Prepare purchase orders, organize and confirm delivery of goods and services
- Ensure all requests of goods and services receive on time.
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels

- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Ensuring all contracts are compliant with the school policy and meet regulatory requirements.
- Nurtures relationships with suppliers locally and overseas to negotiate the best prices for the school
- Identifies and researches potential new suppliers

Required Qualifications

- Bachelor degree or equivalent
- Minimum five years experience in financial related position
- Knowledge of accounting principles and procedures
- Ability to handle multiple projects simultaneously to meet goals and deadlines
- Excellent negotiation skills
- Ability to communicate in English
- Excellent communication skills and service mind
- Computer skills

Personal Attributes and Characteristics

- Commitment to and alignment with the School's mission, vision, values and educational philosophy.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Honesty, integrity, compassion and a good sense of humour.
- Strong organisational and problem-solving skills.
- Stamina and resilience.
- Cultural sensitivity.
- Energetic, enthusiastic, approachable and open minded.

Signature: _____

(_____)
Assistant Procurement Manager

Date: _____

Signature: _____

(Mr. Jason Harold McBride)
Head of School

Date: _____