



Assistant Purchaser

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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Our Vision

We aspire to be the best school in the world with a dynamic learning community which nurtures and inspires every individual to be the best they can be. Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.

The Role

The successful applicant will be responsible for the effective management and coordination of purchasing activities across the school within the framework of the school's Procurement Policies and Procedures.

Key Responsibilities

1. Daily Purchasing Activities

- Liaise with users on requirements and advise users on procurement policy and procedures.
- Source and evaluate potential suppliers for goods and services.
- Obtain competitive quotes, evaluate proposals, negotiate pricing and commercial terms.
- Process daily purchase requisitions.
- Issue purchase orders and liaise with suppliers on acknowledgement of purchase orders.
- Perform compliance checks and ensure that purchasing activities are performed in accordance with the prescribed procurement guidelines.

2. Group Services

- Assist in the renewal and implementation of period contracts for group services across the school.

3. Annual Bulk Order

- Assist in the review of processes and workflow with stakeholders.
- Assist in sourcing and obtaining quotes for user review and onward approval.
- Ensure purchase orders are issued promptly to meet the required shipment schedules.
- Monitor deliveries and shipments to ensure that all orders are accounted for and delivered according to schedule.
- Liaise with suppliers and freight forwarders on delivery schedules, shipping documents and GST payments.
- Unpacking, sorting and inspection of goods and coordinating deliveries to users.

4. System & Processes

- Conduct user training on procurement policy, procedures and system.
- Review gaps in processes & system and identify areas for improvement.
- Assist in troubleshooting and resolving system issues.
- Assist in the rollout of system and work processes improvement projects.

5. Vendor Management

- Perform vendor selection, qualification and evaluation to maintain a database of qualified and approved vendors.
- Monitor and manage the vendors' performance and deliverables to ensure quality and timeliness of services and goods supplied.
- Mediate and resolve issues with vendors.

6. Reporting

- Prepare and maintain a schedule of non-compliance purchases and to surface repeated cases for review.
- Monitor and follow-up with stakeholders on aged open purchase orders and open e-requisitions for closure.
- Assist in preparation of reports and any other ad-hoc reporting requirement.

7. Invoicing and Administrative Tasks

- Process invoices, perform goods receipt and 3-way matching to facilitate payments.
- Liaise with users, suppliers and finance for reconciliation of invoice discrepancies.
- Ensure proper and accurate recording and housekeeping of the departments' records, documents and microsite.
- Sort incoming mails, perform data entry, filing, scanning and all other administrative tasks incidental to the department's purchasing activities.

8. General

- To handle all purchasing related services in a professional manner befitting the role;
- To ensure all data related to procurement are kept confidential;
- Demonstrate a positive attitude towards colleagues, users and vendors;
- To adhere to the policies of the school;
- Maintain a good standard of timekeeping and attendance; and
- On an annual basis, complete the Review and Development exercise and undertake identified development opportunities. Maintain an accurate and up to date record of all Professional Development opportunities.

9. Competencies

- Good understanding of procurement principles and best practices.
- Proficient in Microsoft Office (Excel, Powerpoint, Words) and Purchasing Systems.
- Meticulous with excellent planning and organisational skills.
- Good command of written and spoken English.
- Resourceful with good negotiation and problem-solving skills.

Personal Attributes

- Strong sense of integrity and honesty.
- Responsible, proactive and able to multi-task.
- Ability to work independently as well as a strong team player.
- Pleasant disposition with good interpersonal and communication skills.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.