

Position Overview:

NCBIS is looking for a **Procurement Specialist** procuring the school's supplies, researching, and identifying prospective suppliers, evaluating offers, considering key business criteria and product specifications, and negotiating purchase agreements.

Indirect procurement, supplier evaluation, supplier relationship management, Facility Management procurement.

Reports to: Procurement and Sourcing Manager

Responsibilities
<ul style="list-style-type: none">• Evaluate products and suppliers against key business criteria.
<ul style="list-style-type: none">• Preparing offers, requesting quotations, and negotiating procurement terms and conditions.
<ul style="list-style-type: none">• Preparing and issuing purchase orders and agreements.
<ul style="list-style-type: none">• Monitor supplier performance and resolve issues and concerns.
<ul style="list-style-type: none">• Sourcing new suppliers and ensuring that the purchased products and materials meet the required technical specifications
<ul style="list-style-type: none">• Solid purchasing experience in facilities, spare parts, consumables & projects.
Qualifications
<ul style="list-style-type: none">• Bachelor's degree in business administration, commerce, or related discipline.
<ul style="list-style-type: none">• 3-5 years of proven experience in the field of procurement.
<ul style="list-style-type: none">• Good ERP experience.
Skills
<ul style="list-style-type: none">• Good speaking, reading, and writing English.
<ul style="list-style-type: none">• Good computer skills (MS Office. Word, Excel, Outlook, PowerPoint).
<ul style="list-style-type: none">• Good communication skills.

****Interested Candidates to send their CVs on recruitment.wholeschool@ncbis.co.uk**