

The British School Manila has a requirement for a prospective member of the support staff who will take the position in **September 2018**.

## Procurement Assistant

The holder of this position will provide administrative support to the Procurement department of the School. Specifically, amongst all other tasks, the Procurement Assistant:

1. Assists in the sourcing & tracking of high quality goods & services, and negotiate the best price possible with vendors.
2. Helps in ensuring completeness & accuracy of documentation needed in the purchase requests and purchase orders, payments, delivery, distribution & inventory of goods & services.
3. Assists in monitoring the orders and ensures goods & services are delivered on time.
4. Assists in receiving deliveries of goods, such as office and school supplies from both local and overseas suppliers.

### Qualifications:

1. Holder of relevant degrees in Business or Commerce, preferably with above-average academic record from a reputable school, and with 1 to 3 years of relevant work experience. Fresh graduates are also encouraged to apply.
2. Excellent planning, analytical, people and communication skills are essential to the job.
3. Has strong interpersonal skills and can work under pressure.
4. Work experience in a multi-cultural environment is an advantage.

### Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications.

### Application:

Please submit your application letter and resume to:

**Leo Carlo Sarion**

Human Resources Officer

Email Address: [csarion@britishschoolmanila.org](mailto:csarion@britishschoolmanila.org)

Website [www.britishschoolmanila.org](http://www.britishschoolmanila.org)

**Closing date for receipt of application is 31 August 2018. We will respond to shortlisted applicants only.**

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The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of The Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep Schools (IAPS).

At present 950+ students aged 3-18 are on BSM's roll and 41 nationalities are represented. British children make up 29%, Filipino 22%, Canadian 10%, Australian 9% and American 7%, of the total population.