

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 240 faculty and staff providing quality, holistic education to a multinational student body of approximately 1250 students. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced candidates for the following position, **commencing in September 2022**.

## OPERATIONS AND PROCUREMENT COORDINATOR

We are looking to recruit a team player who will assist organizing and running all after-school activities for the students that take place after the end of school during the week as well as during school holidays such as Summer and Easter holidays at both the Peak and Pok Fu Lam Campus. The successful candidate will be supporting the Operation and Programme Manager in evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

## DUTIES & RESPONSIBILITIES

- Assisting with the booking system and ensuring up to date information and maintainance on the database
- Coordination and administrative handling of all sport tournaments/friendlies and Sport ECA related matters and camps
- Support faculty in administrative arrangements for internal and external fixtures, tournaments and competitions
- Overseeing plans for purchase of equipment/ service and supplies
- Following and enforcing School's procurement procedure
- Reviewing, comparing, analysing and approving products and services to be purchased
- Managing inventories and maintaining accurate purchase and pricing records
- Liaising with end user to draw up product specification
- Managing procurement process, assist in compiling quotation and tender documents, manage communication with tenderers and oversee tender administration
- Negotiate and build relationships with vendors

## REQUIREMENTS

- University graduate
- At least 2 – 4 years' experience in an administrative role
- An analytical, problem-solving personality with the ability to negotiate and build relationships with vendors
- Experience with data entry, database management, and reporting and compliance
- SAP knowledge and experience working in travel management would be an advantage
- Fluency in both German and English languages would be desirable
- Team spirit, self-motivated and proactive working style

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

## HOW TO APPLY

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://www.gsis.edu.hk/>.

Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only. **GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.**



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