

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. 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 for the following position **commencing as soon as possible or as mutually agreed.**



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

PROCUREMENT OFFICER

(Working hours: 7.30 am – 4.00 pm, Mondays to Fridays)

The Procurement Officer is responsible for managing the procurement process within GSIS, ensuring the timely and efficient acquisition of goods and services. This role involves developing and implementing procurement strategies, establishing relationships with vendors, and ensuring compliance with procurement policies and procedures.

11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
FAX (852) 2849 6347
EMAIL GSIS@GSIS.EDU.HK

DUTIES & RESPONSIBILITIES

- Manage and maintain the stationery across the three campuses
- Assist in purchasing educational aids, materials and equipment (particularly bulk orders)
- Follow the school's procurement policies and procedures to optimise the procurement process
- Conduct market research to identify potential suppliers, evaluate their capabilities, and to maintain a competitive School Vendor List
- Evaluate vendor proposals, negotiate contract terms and make recommendations based on cost, quality, and delivery time
- Coordinate with the Finance department to ensure accurate budgeting, cost control and payment settlements
- Monitor and track procurement orders, ensuring timely delivery and resolving any issues or discrepancies
- Maintain accurate records of procurement activities, including contracts, invoices, and supplier information
- Conduct regular supplier performance evaluations
- Ad hoc duties as assigned

REQUIREMENTS

- Diploma in Business, or a related field
- Proven experience as a Procurement Officer or in a similar procurement role
- Familiarity with sourcing and procurement software systems
- Good communication skills in English, Cantonese required
- Attention to detail, strong organizational skills and ability to analyse data
- Proficient in using Microsoft Office Suite and Google Suite
- Knowledge of relevant laws, regulations, and ethical standards in procurement
- Ability to work independently and collaboratively in a team environment

What we offer

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 <https://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 student at GSIS.**