

Operating in close association with Harrow School, London, the Harrow family of schools in Asia have similar ethos and high standards. Set on a spacious, garden site in one of the world's most diverse and vibrant cities, we are Harrow's original school in Asia and are thriving, with a roll of almost 1,600 (20% of the Upper School are boarders), progressive approaches to learning, a strong commitment to service and outstanding academic results.

## Graduate Internship (Procurement)

The school is looking for an intern with an interest in organisational administration or education; this is an opportunity to learn from experienced staff. The intern will be expected to develop and demonstrate leadership skills, ensure effective communication, and respect differing needs and priorities in the work place.

The internship is for a one full year contract with potential to extend for the right candidate.

### Main Duties and Responsibilities

- Coordinate supplier contract renewals, including negotiations and reviews, and establish a review procedure and timetable
- Establish formal arrangements with suppliers, particularly for high cost and high commonality of goods and services on behalf of the school. Identify areas where saving can be achieved by the introduction of purchasing arrangements using a variety of price reduction and rationalisation strategies
- Purchase from approved vendors a range of goods and services for the school, including production of quotes, tenders and associated documentation
- Process orders, coordinate with vendors and receive goods for distribution at School
- Utilise and update the Money Works programme in an efficient and timely manner, to ensure invoice payment deadlines are made
- Coordinate with the Director of Operations on overseas orders and all related tasks such as customs clearance
- Prepare documentation to submit to the Ministry of Education for tax exemption.
- Receive goods at School and distribute to related departments.
- Coordinate with the relevant accounts personnel to process and register all fixed asset items and resources
- Act as an assistant in the School Shop during busy periods on a daily basis

### Other Duties

- Process work of a similar type and nature as instructed by the Line Manager
- Support the procurement team with general duties as required

### Qualifications and personal qualities

- Degree in Accounting, Business or related field
- Good knowledge of accounting, supply chain management
- Good customer service skills
- Excellent spoken and written English skills
- Highly organised with capacity for speed and accuracy in work output
- Excellent Microsoft Office skills
- Excellent interpersonal skills, flexible, positive attitude and a great team worker

**Harrow International School recruitment and selection procedures reflect our commitment to the safety and protection of children. Candidates will be expected to comply with our school child protection and safeguarding policy.**

Application deadline: **15<sup>th</sup> March 2017** (early submission of applications are encouraged)

Please complete the application form and submit it along with your CV and an introductory letter directly to

Harrow Bangkok at [HR.recruitment@harrowschool.ac.th](mailto:HR.recruitment@harrowschool.ac.th)