



HERRINGTON
INTERNATIONAL SCHOOL
EDUCATION BEYOND BORDERS

JOB DESCRIPTION

Position Title: Procurement Officer
Department: Finance & Administration

Job Summary

The Procurement Officer is responsible for sourcing, negotiating, and purchasing goods, services, and equipment for Herrington International School (HIS). This role ensures that the school acquires high-quality resources in a cost-effective and timely manner while strictly adhering to internal procurement policies and budgetary constraints.

Job Goals

- Ensure the continuous and efficient supply of necessary materials to support the school's academic and operational needs.
- Secure the best value for money through strategic sourcing, vendor evaluation, and effective negotiation.
- Maintain transparency, integrity, and strict compliance with HIS financial and purchasing procedures.
- Foster positive and reliable relationships with external suppliers and contractors.

Main Responsibilities

- Collaborate with Principals, Department Coordinators, and administrative staff to identify and consolidate purchasing needs across the school.
- Research, evaluate, and establish relationships with reliable vendors, suppliers, and contractors.
- Request and review vendor quotations, analyze pricing, and negotiate favorable contract terms, pricing, and delivery schedules.
- Prepare, process, and issue accurate purchase orders (POs) and ensure proper authorization before order placement.
- Track active orders to ensure timely delivery and resolve any issues related to delays, damaged goods, or incorrect shipments.
- Maintain comprehensive and accurate procurement records, including vendor databases, contracts, pricing histories, and approved purchase orders.
- Monitor market trends and identify opportunities for cost savings or process improvements.

- Coordinate with the Finance Department to ensure invoices match purchase orders and delivery receipts prior to payment processing.

Additional Duties

This job description outlines the core responsibilities of the position. The post holder may be required to perform additional duties reasonably assigned by school management in support of the school's mission and development.

