



**HARROW**  
INTERNATIONAL SCHOOL  
SHANGHAI

Harrow International School, Shanghai  
Administrative Department  
Job Descriptions

**Position** Procurement Assistant  
**Direct Line Manager** Sr. Procurement Officer & Head of Operations

**Job Purpose**

Under the direction of the Procurement Manager, process and coordinate activities involved with the procurement activities including school shop operation, maintaining a high standard of service and efficiency in related stock keeping and records of sales.

**Outline Duties**

1. Maintain School Shop in neat, tidy condition ensuring that all merchandise is displayed and easily found by customers.
2. Advise customers on uniform required for appropriate year group.
3. Make all sales transactions according to school systems, ensuring that software is processing stock cutting.
4. Liaise with direct line manager on new required purchases.
5. Keep stock records and initiate new orders as and when required.
6. Maintain stock of stationery items for school use, ensuring that school procedure in cutting budgets is followed at all times.
7. Reconciling sales with cash on a daily basis and submitting correct documentation to the accounts department for further processing.
8. Maintain good relationship with vendors
9. Process PR in AX system and follow up
10. Assisting staff to source from all kinds of way and place the order comply with school's policy.
11. Do monthly report for payment purpose.
12. Other tasks assigned by the line manager

**Requirements:**

1. Experience in a similar position is desirable.
2. Ability to work as part of a team.
3. Excellent coordination capability
4. Proficient in Microsoft Office and general computer skills.
5. Good command of both written and spoken English and Chinese.