



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATAE

JOB DESCRIPTION

Job Title: Purchasing Services Representative/ International

Category: Full Time/ Thai

Division: Finance

Reports To: CFO

PURPOSE OF POSITION

The Purchasing Services Representative/ International helps support Grace in purchasing (including overseas orders), obtaining bids for asset purchases and long term contracts, getting jobs done outside the school, and in other errands and work at the school. This includes analyzing usage trends, ensuring we maintain adequate inventory, and recommending improvements to our purchasing process.

GENERAL QUALIFICATIONS

- Is a mature Christian
- Bachelor degree
- 2 years' experience in purchasing
- At least 600 TOEIC score test required
- Able to drive school vehicle with valid Thai driving license
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross-culturally.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.

GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (1 Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image. (Gen. 5:2, Mt. 19:1-12) When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors, and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect, and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

Logistics for the whole school

- Obtain price quotations for asset purchases and long-term contracts
- Verify item costs from receipts, draft payment requests, submit to bookkeeper for petty cash reimbursement
- Track and maintain office supplies, snacks, equipment, furniture, and other inventory
- Coordinate purchasing requests; order supplies online for delivery or shop in person and bring back to campus
- Take pictures of fixed assets, submit payment requests, and send information to accounting
- Uniform shop: count stock every three months; coordinate orders; update online stock; count sales money
- Work with Curriculum department to help coordinate international textbook and materials orders
- Coordinate delivery of overseas orders once they arrive on campus
- Other finance-related duties as assigned by the CFO.