



San Silvestre School

Position: Purchasing Assistant

Reports to : Purchasing Officer

Contract Type : Full-time

Description

San Silvestre School is seeking a Purchasing Assistant to support and execute the school's purchasing operations, ensuring the timely procurement of goods and services, strict compliance with budget policies and vendor selection procedures, and the accurate management of purchase orders and supplier relationships to support the institution's operational efficiency.

Roles and Responsibilities

Purchasing Operations and Vendor Management

- Receive, review, and process purchase requisitions from academic, administrative, and maintenance departments.
- Request, compile, and evaluate quotations from vendors to ensure the best balance between price, quality, delivery time, and payment terms.
- Issue and follow up on purchase orders, ensuring timely delivery of goods and services to appropriate staff or inventory.
- Maintain and update the vendor database, assisting in vendor evaluation, contract tracking, and performance monitoring.

Inventory and Order Reconciliation

- Verify invoice details against purchase orders and receiving reports before forwarding documentation to the accounting department for payment processing.
- Assist with the physical verification and control of received goods, handling returns or replacements for damaged/incorrect items.

Market Research and Cost Optimization

- Research potential suppliers and negotiate favorable terms, discounts, and service level agreements within authorized limits.
- Monitor market trends and prices for key school supplies, educational materials, IT equipment, and maintenance items.

Technology

- Be a proficient user of Google tools (Gmail, Sheets, Slides, etc.).
- Proficiency in the Spring logistics module and/or other relevant accounting ERP systems.

Other Responsibilities

- Provide operational reports in accordance with the school calendar.
- To fully participate in the school's target setting and appraisal system.
- Understand, embody, and be committed to the philosophy and ethos of the School.
- Represent the school positively in the School and wider community.

Required Knowledge and Competencies

- **Education:** Bachelor's degree in Administration, Industrial Engineering, Logistics, Supply Chain Management, or related fields.
- **Experience:** Minimum of 1 to 2 years in support roles for purchasing, procurement, or logistics, preferably in educational institutions, service companies, or corporate environments.
- **Technical Knowledge:**
 - Solid understanding of purchasing processes, inventory management, and basic supplier contracting.
 - Intermediate to advanced Excel skills (data tracking, formulas, reporting)
- **Soft Skills:**
 - Precision, rigor, and high attention to detail.
 - Organizational skills, multitasking, and problem-solving under tight deadlines.
 - Professional ethics and high integrity in handling relationships with suppliers and school resources.

Desirables

- Previous experience in educational institutions or non-profit organizations.
- Specialization or courses in Supply Chain Management, Purchasing, or Logistics.

This job description is only a guide and is not intended to be an exhaustive or exclusive list of duties assigned to this position. Functions and responsibilities may vary over time according to the school's changing demands. This job description may be revised at the reasonable discretion of the Head of School in light of such changing requirements and in consultation with the job holder. In any case, the Management reserves the right to review and modify the job description.

To apply, send your CV to applications@sansilvestre.edu.pe. We accept applications on a rolling basis, so we recommend you apply as soon as possible. We will review applications as they are received and may make a hire at any time during the selection process.

San Silvestre School is fully committed to the protection and well-being of children and young people and expects the same commitment from its employees. All new staff will be subject to pre-employment background checks, including identity verification, criminal records, verification of academic degrees, and employment history, which includes inquiry into any gaps in their career trajectory.

