



مدرسة الخور الدولية  
AL KHOR INTERNATIONAL SCHOOL



## **Procurement Admin Assistant (Local Hire Only)**

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by Qatargas, the world largest producer of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

### **The Role**

We are looking for a proactive individual who will assist in the operations of procurement of supplies and services in accordance with our School's established policies and procedures. The successful candidate will be responsible for the following: Document filing and archiving, answering queries on procurement logs, assisting material purchase request, standing in for procurement officers on leave ( Hence some knowledge of SAP), coordinating with stores to obtain GRN's and with budget holders to get SCF's, assisting Procurement Team Leader.

### **The Candidate**

The successful candidate shall possess:

- a professional diploma in Procurement and Supply (Level 2) from Chartered Institute of Purchasing and Supply (CIPS) or equivalent
- To possess some knowledge of Procurement SAP, Material Management, CWO.
- 1-3 years of relevant experience in procurement
- reporting writing skills
- understanding of procurement policies, procedures and work methods
- Family sponsorship (husband or father).

As part of the pre-employment checks the successful candidate will be required to produce copies of his/her legalised qualifications and a recent police certificate.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

To apply please send a completed application form, cover letter and CV to [recruitment@akis.sch.qa](mailto:recruitment@akis.sch.qa).

To view all our current vacancies please visit our website: [www.akis.sch.qa](http://www.akis.sch.qa).

The deadline for receipt of applications for this position is **13 June 2018**.  
Only shortlisted candidates will be contacted.