



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Purchasing 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 receiving, recording and issuing materials and supplies to end-users in a timely and accurate manner, ensuring the department provides a customer-focused service.

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
- 1-3 years in store management and upkeep
- reporting writing skills
- understanding of general warehouse/ storekeeping principles
- 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.

To view all our current vacancies please visit our website: www.akis.sch.qa.

The deadline for receipt of applications for this position is **03 March 2018**.
Only shortlisted candidates will be contacted.