

## 采购专员 Purchasing Specialist

### 职位说明书/ Job Description (template)

基本信息/General Information			
<b>所在机构/ Business Unit</b>	乐成教育中心办公室 YCE CO	<b>所在部/Department</b>	Purchasing Department
<b>职位名称/Job Title</b>	采购专员 Purchasing Specialist	<b>职级/Job Level</b>	
<b>汇报关系/Reporting Relationship</b>	采购经理 Purchasing Manager		
职位概述/Position Summary			
( 请简短描述此职位的设置目的、工作范围/Please describe the position objective and working scope in brief. )			
<p>此职位设置是为了根据乐成教育旗下各机构所需货物和服务的采购申请，进行供应商寻源、选择并管理，从而控制采购风险和资金支出风险，保障采购行为透明、公开、高效协同。</p> <p>Under the leadership of YCE purchasing manager, The responsibility of the position is to source, select and manage suppliers according to the purchasing request of goods and services required by various schools and institutions of Yuecheng education, so as to control the cost, quality, purchasing risk and capital expenditure risk, and ensure the transparency, openness and efficient collaboration of procurement behavior.</p>			
岗位职责/Responsibilities			
<b>主要职责/Major Responsibilities</b>			<b>比重/Weight ( % )</b>
<p>根据乐成教育采购制度流程完成供应商寻源及资质调查、采购策略的制定、招标、谈判、询价、合同签署等采购全流程工作。</p> <p>Handling the whole purchasing process according to YCE procurement policies &amp; procedures, which includes: supplier sourcing &amp; qualification, bidding, competitive negotiation, price inquiry, contracting etc.</p>			20%
<p>在采购系统上线前，作为采购 BP，负责对接乐成国际学校及幼儿园的采购需求，分析理解采购需求，依据需采购品类特点制定采购策略，确保从采购到付款全流程采购的有效落地执行。</p> <p>Before the deployment of SRM system, working as purchasing BP to keep contact with the requestor of BCIS and YCKG, analyse and understand the purchasing request, formulate the purchasing strategies according to the characteristics of the demand categories, so as to ensure the effective process and implementation from Purchase to Pay.</p>			20%

<p>跟进合同、订单的执行，包括交付跟进、退换货处理、付款申请及售后问题处理。</p> <p>Follow up the execution of contract and order, including delivery track, goods return and exchange, payment application and handling of aftersales problem.</p>	15%
<p>所负责品类的供应市场了解，对行业内竞品现状及发展方向多方面调研，在业务部门需求和选型早期进行介入，提供专业采购建议及报价支持，供预算审批。</p> <p>Understanding the supply market of the category in charge, investigating the current situation and development direction of competitive products in the industry, making early involvement in PA stage, providing professional purchasing advice and quotation, to support budget approval of request department.</p>	15%
<p>供应商管理，包括组织新供应商的开发、供应商的资质调查、建立并维护供应商数据库、组织所负责产品供应商的年度绩效考核及管理。</p> <p>Supplier management, including the organization of new supplier development, supplier qualification investigation, establishment and maintenance of a qualified supplier base, the organization of annual supplier performance assessment and other supplier management.</p>	10%
<p>建立并定期更新采购合同台账，定期完成采购情况统计、报表整理及相关文档归档管理。</p> <p>Establish and regularly update the purchase contract record, regularly complete the purchase statistics, report sorting and related document filing management.</p>	10%
<p>协助部门经理不断优化采购制度流程，以及采购系统上线相关工作。</p> <p>Assist department manager to work on procurement system &amp; process optimization continuously, and support the deployment of SRM system.</p>	5%
<p>领导交付的其他任务。</p> <p>Perform any other duties assigned by line manager.</p>	5%
<b>主要绩效指标/Key Performance Indicators</b>	
<p>成本 Cost: 在预算范围内做好采购成本的控制及降低 Control and reduce purchasing cost within budget scope</p> <p>质量 Quality: 把控采购产品/服务质量 Control the quality of the purchased product/service</p> <p>交付 Delivery: 按照项目要求，保障及时交付 Guarantee the timely delivery as per the project request</p> <p>合规 Compliance: 确保按照制度及流程进行合规性采购 Ensure compliance procurement according to system and process</p> <p>沟通 Communication: 跨部门沟通、协调及组织能力 The ability of cross- department communication, coordination and organization</p> <p>采购需求处理及时性 Timely handing of purchasing request</p>	
<b>任职资格/Qualifications</b>	

<b>教育背景/Education Background</b>	本科及以上学历 Bachelor' s degree or above				
<b>工作经验/Working Experience</b>	至少三年以上供应商寻源、采购及供应链管理相关经验。 至少熟悉市场、IT、行政、MRO 及工程采购中的 2 种及以上采购品类。 具有外企、国际学校的间接采购行业经验优先 <ul style="list-style-type: none"> <li>• Minimum 3 years of similar experience with sourcing, purchasing or supply chain responsibility.</li> <li>• Previous experience of indirect sourcing in foreign investment company, international school is a plus.</li> <li>• Be familiar with at least two or more procurement categories in Marketing, IT, Administration, MRO and Engineering procurement.</li> </ul>				
<b>相关证书/Certification</b>	无/Not Applicable				
<b>能力素质/Skills and Competencies</b>	英语听说读写能力优秀 Excellent in English listening, speaking, reading and writing				
	具有较强的供应商谈判能力及数据分析能力 Strong negotiation and data analytical skill				
	跨部门沟通及人际交往能力强 Excellent cross- department communication and interpersonal skills				
	熟练使用办公软件，如 word, excel, PPT 等 Computer literacy, skilled in office software, like word, excel, PPT...				
	正直、勤奋、严谨、逻辑清晰、合作能力强及高度责任心 Integrity, diligent, rigorous, logical, cooperative and high sense of responsibility				
	<b>职业发展路径/Career Development Path</b>				
采购主管，采购经理 Purchasing Supervisor, Purchasing Manager					
<b>版本信息/Version Information</b>					
版本号/Version No.	001				
编写日期/ Date of Creation	2022-8-17	修订日期 /Date of	2022-8-19	审批 日期	
编写人/Drafted by	Lynne Wang (Manager )	修订人 /Reviewed	Amanda Zhang (COO)	审批 人	HR department