



**Assistant Procurement Officer**



### **Assistant Procurement Officer**

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

The Assistant Procurement Officer supports the organization by efficiently sourcing, negotiating and acquiring necessary goods and services.

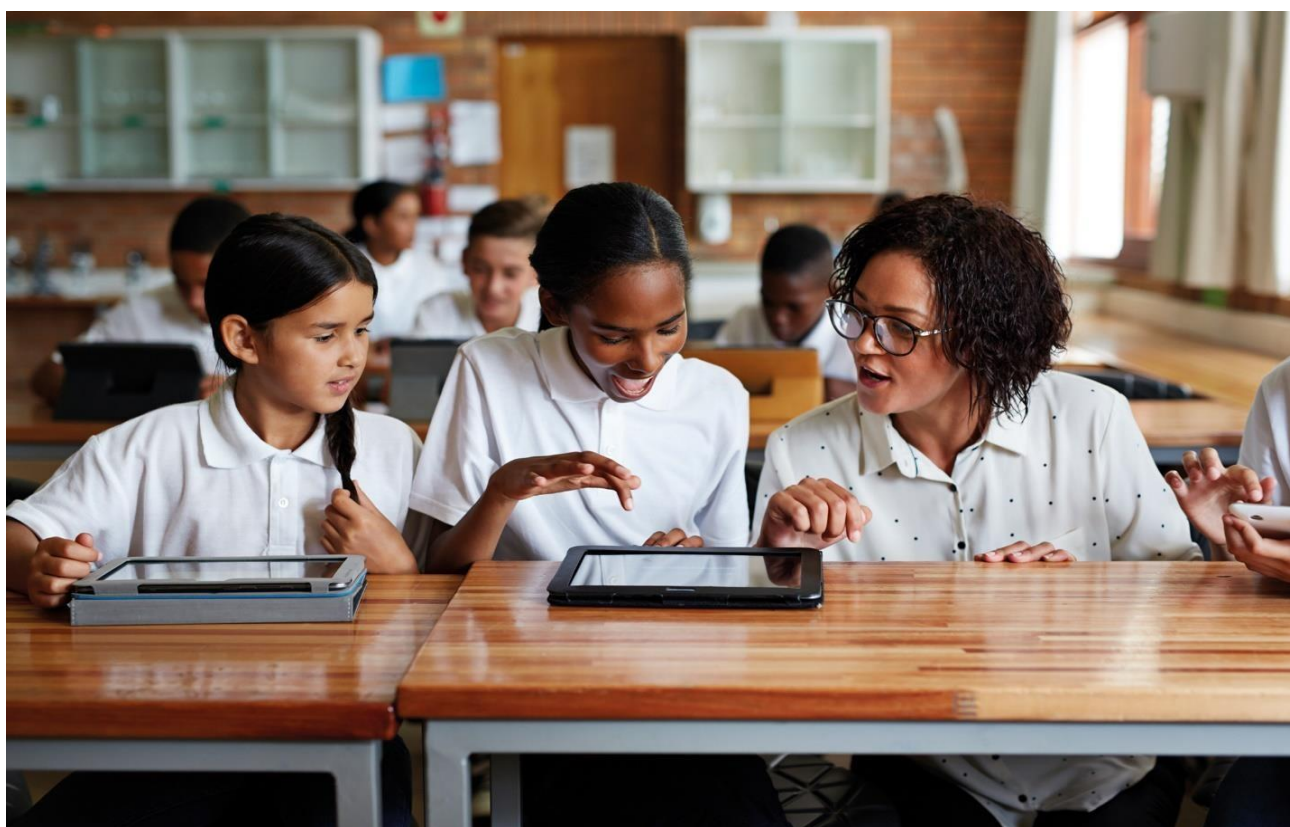
#### **Job Description**

**Position:** Assistant Procurement Officer  
**Reporting to:** Finance Manager  
**Department:** Finance  
**Position Type:** Full-Time

**Role Overview:** The role includes implementing procurement policies, procedures, and best practices to ensure regulatory compliance and achieve cost effective outcomes.

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<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree in business administration, Economics, Supply Chain Management or a related field.	Yes	
<b>Skills &amp; Knowledge</b>		
Two years' experience in procurement, inventory management or supply chain management.	Yes	
Knowledge of procurement requirements, policies and best practices.	Yes	
Strong negotiations and communication skills.	Yes	
Strong interpersonal relationship- building skills.	Yes	
Excellent organizational and time management skills.	Yes	
Strong attention to detail and accuracy.	Yes	
Familiarity with education-specific accounting software.		Yes
Knowledge of relevant regulations in the education sector.		Yes
Experience working with school administrators and faculty.		Yes
<b>Personal Traits</b>		
Integrity and trustworthiness in handling confidential financial information.	Yes	
Analytical and problem-solving skills.	Yes	
Ability to work independently and as part of a team.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos		Yes
Ability to maintain a professional demeanour when dealing with sensitive financial matters or difficult customers		Yes



**Key Responsibilities**

<b>Key Responsibilities</b>	
<b>1</b>	<b>Assist in Procurement Processes:</b>
i	Support procurement processes, including vendor identification, evaluation and selection.
ii	Prepare and process purchase orders and contracts in accordance with organizational policies and procedures.
ii	Collaborate with various departments to understand their procurement needs.
<b>2</b>	<b>Vendor Management:</b>
i	Build and maintain relationships with suppliers and vendors.
ii	Assist in negotiating contracts and agreements to secure favourable terms and conditions.
iii	Evaluate vendor performance and provide feedback to the procurement team.
<b>3</b>	<b>Documentation and Record Keeping:</b>
i	Prepare reports on procurement activities, including cost saving.



### Key Responsibilities

<b>4 Compliance and Risk Management:</b>	
i	Ensure adherence to procurement policies.
ii	Maintain accurate and up to date records of procurement activities procedures and relevant regulations.
iii	Identify and mitigate procurement-related risks.
<b>5 Market Research:</b>	
i	Conduct market research to identify potential suppliers and stay informed about industry trends.
ii	Assist in benchmarking prices to ensure competitiveness among suppliers.
<b>6 Cost Control:</b>	
i	Work towards achieving cost saving through effective negotiation and strategic sourcing.
ii	Provide support and suggestion during evaluation of bids and proposals.





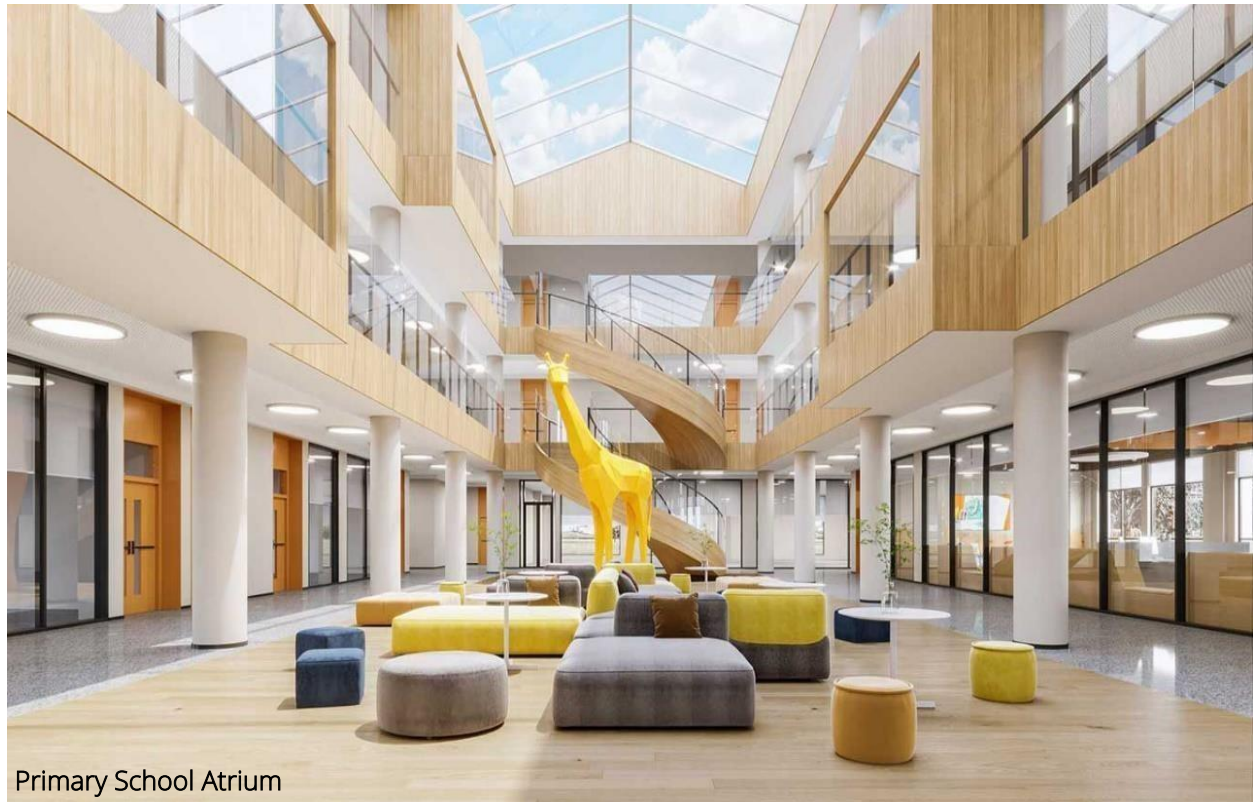
Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Atrium

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 4 opening in September 2024.



## **TERMS AND CONDITIONS**

### **Contract**

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

### **Salary**

Competitive

### **Professional Development**

Professional and international working environment. Professional Development and training opportunities

### **Pension**

Benefits including pension health insurance.

### **Meals**

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

### **Holiday**

The holiday year runs from September- August, in line with the academic year and entitlement is 21 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

### **Fitness Centre Membership**

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

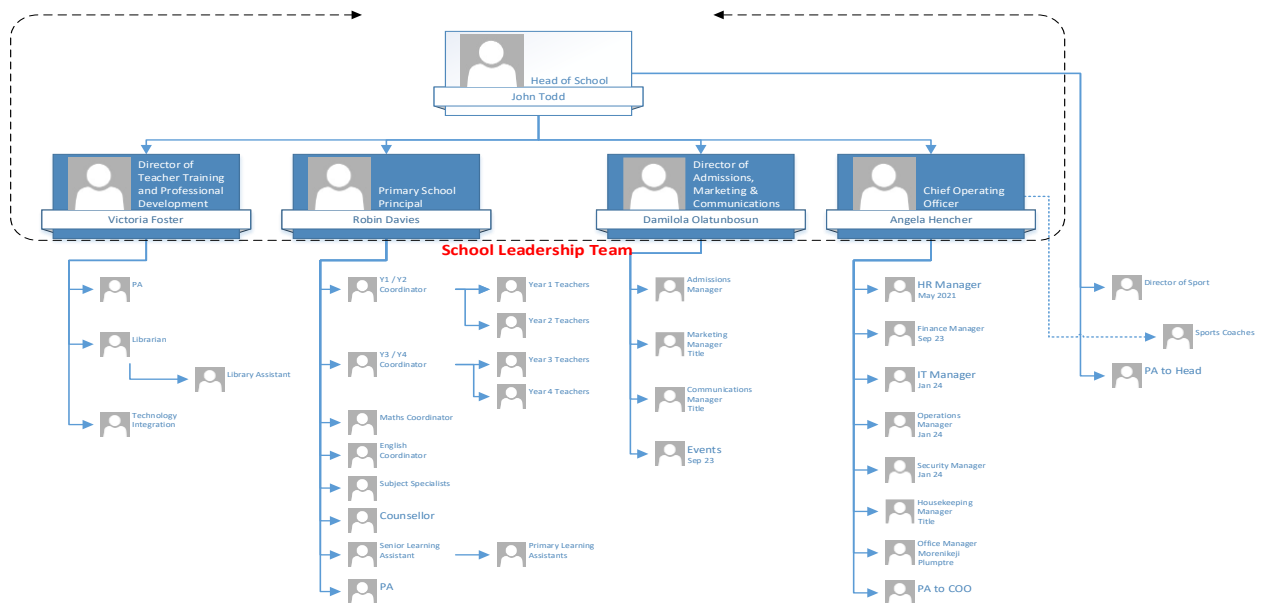
### **Pre-Employment Checks**

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



## Organisation Chart:



### Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

### Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.