



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

<b>JOB TITLE</b>	Procurement/ Purchase Executive	<b>DEPARTMENT</b>	Non-Academic
<b>REPORTS TO</b>	Bursar		
<p>Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.</p>			

### Experience

We are looking for an experienced Procurement/Purchase Executive to manage the school's supply of products and services. Procurement/ Purchase Executive's responsibilities include strategizing to find cost-effective deals and suppliers. He/she responsible to discover the best ways to reduce procurement expenses, so that the school can invest in growth and people.

The postholder will have excellent communication and organizational skills. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently.

The Procurement Department is responsible for a range of operations at Wellington College International Pune. The Procurement Executive, reporting to the Bursar and working in close contact with the Financial team, will have oversight on many aspects of academic and school procurement, liaising with many stakeholders.

<b>Main Task and Responsibilities:</b>
<b>Key Responsibilities</b> <ul style="list-style-type: none"><li>• Devise and use fruitful sourcing strategies.</li><li>• Discover profitable suppliers and initiate business and organization partnerships.</li><li>• Negotiate with external vendors to secure advantageous terms.</li><li>• Approve the ordering of necessary goods and services.</li></ul>



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

- Finalize purchase details of orders and deliveries.
- Examine and test existing contracts.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the school.
- Foresee alterations in the comparative negotiating ability of suppliers and clients.
- Expect unfavourable events through analysis of data and prepare control strategies.
- Perform risk management for supply contracts and agreements.
- Control spend and build a culture of long-term saving on procurement costs.
- Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value.

<b>Person Specification</b>
<b>Essential Experience / Qualifications Required</b>
<ul style="list-style-type: none"><li>• Graduation or equivalent degree (BSc degree in supply chain management, logistics or business administration).</li><li>• Minimum 5 years' experience of working in a procurement setting.</li></ul>
<b>Desirable Experience / Qualifications Required:</b>
<ul style="list-style-type: none"><li>• Work experience for an International School</li></ul>
<b>Skills and Personal Qualities</b>
<ul style="list-style-type: none"><li>• Proven working experience as a Procurement Executive, Procurement Officer or Assistant Executive Procurement</li><li>• Knowledge of sourcing and procurement techniques as well as a dexterity in "reading" the market</li><li>• Talent in negotiations and networking</li><li>• Good knowledge of supplier or third-party management software</li><li>• Aptitude in decision-making and working with numbers</li><li>• Experience in collecting and analyzing data</li><li>• Strong leadership capabilities</li><li>• Familiarity with financial and facilities management principles</li><li>• Proficient in MS Office</li><li>• An analytical mind with problem-solving skills</li></ul>



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

- Excellent organizational and multitasking abilities
- Ability to work in a multicultural and international environment
- A team player with leadership skills

**Essential Values, Behaviours and Attitudes:**

- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time.
- Sources and listens to all points of view and respects differing opinions when developing solutions. Should be very organized, process driven and a team player.
- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Time management and ability to multi-task and prioritize, ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.
- Good team player as well as good team leader.

**Application process**

- To apply for this position, please complete your submission through our Wellington College International Pune (WCIP) website (<https://pune.wellingtoncollege.in>) electronic application form.
- For further enquiries, please contact the Human Resource Department on [hr.pune@wellingtoncollege.in](mailto:hr.pune@wellingtoncollege.in)