

## Job Description: Purchasing Specialist

### 职位说明：采购专员

#### 职位概述/Position Summary

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。

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.

Reporting to Senior Procurement Manager

汇报对象：高级采购经理

#### 主要职责/Major Responsibilities

1. 根据乐成教育采购制度流程完成供应商寻源及资质调查、采购招标、询比价、谈判、合同签署等采购全流程工作。

Handling the whole purchasing process according to YCE procurement policies & procedures, which includes: supplier sourcing & qualification, bidding, competitive negotiation, price inquiry, contracting etc.

2. 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。

Follow up the execution of contract and order, including delivery track, goods return and exchange, payment application and handling of aftersales problem.

3. 作为采购 BP，负责对接学校教学采购需求，分析理解采购需求，依据需采购品类特点确定采购策略，确保从采购到付款全流程采购的有效落地执行。

Working as purchasing BP to keep contact with the teaching of schools, communicate and analyse the purchasing request, confirm the purchasing strategies according to the characteristics of the categories, so as to ensure the effective process and implementation from Purchase to Pay.

4. 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。

Understanding the supply market of the category, investigating the development direction of the products and industry, making early involvement in PA stage, providing professional product/service solution and quotation, and supporting budget approval of request department.

5. 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。

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.

6. 领导交付的其他任务。

Perform any other duties assigned by line manager.

### 任职资格/Qualifications

1. 本科及以上学历

Bachelor's degree or above

2. 至少两年以上供应商寻源、采购及供应链管理相关经验。

Minimum 2 years of similar experience with sourcing, purchasing or supply chain responsibility.

3. 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。

Be familiar with at least two or more procurement categories in Marketing, IT, Administration, MRO and Engineering procurement.

4. 具有外企间接采购行业经验优先

Previous experience of indirect sourcing in foreign investment company is a plus.

5. 英语听说读写能力优秀

Excellent in English listening, speaking, reading and writing

6. 正直、积极、勤奋、高度责任心

Integrity, Positive, diligent and high sense of responsibility

7. 跨部门沟通及协作能力强

Strong cross departmental communication and collaboration skills

8. 熟练使用办公软件，如 word, excel, PPT 等

Computer literacy, skilled in office software, like word, excel, PPT...

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述