

School Services Manager

The School Services Manager is responsible to acquire in the best possible price and payment terms the different materials and general services based on the purchasing procedures. Supervise the cafeteria services. Ensure the acquisition of teaching materials and school operation looking for quality, price, service and timeliness, minimizing any financial and legal risk in order to be consistent with the goals of the school.

Education & Certification Requirements to be considered for paper screening:

- Bachelor's degree in International Relations, International Business
- English-Spanish bilingual (90% or more written and spoken)

Qualifications and previous experience required:

- Two years' e experience as Purchasing Manager
- Two years' experience in logistics
- Knowledgeable in the use of Microsoft Office software
- Knowledge in International Commerce

Duties and Responsibilities:

- Supervise and manage telephone switchboard.
- Supervise and manage bus service for school operations.
- Coordinate routing activities for buses and bus drivers for the safe and timely transportation of students & school operations.
- Manage travel needs for employees, lead relationships with our travel vendors and optimize overall travel costs.
- Manage travel, school vehicles & school trips insurance.
- Manage safety and insurance inspection for buildings, insurance compliance.
- Obtain the best quality and price on all purchases made for the school
- Classify orders into national and foreign in order to start the pricing process
- Manage school shop store in the day-to-day planning, coordinating, control and overall direction
- Assign small and local purchases to the driver (market, slaughterhouses, downtown stores, etc.) considering revision of invoices, materials and costs.
- Assign and supervise tasks programmed in the driver and messenger's calendar
- Contact, negotiate, and keep communication with the suppliers electronically
- Supervise the correct reception, revision and authorization of electronic invoices from the suppliers and send them to the accounting department for their payment
- Record purchasing requests and orders in the system
- Supplies report and control and supervise the purchasing specialist
- Request warranty bonds from the suppliers when the acquisition so requires it
- Make statistical reports of the status of purchasing orders
- Assign and supervise the tasks corresponding to the positions in the area

The American School Foundation, A.C.

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- Assists with costs, in the preparation and consolidation of the school's annual budget
- Work together with the inventory department for the correct reception of materials and/or services requested
- Supervise the supplier in charge of the cafeteria, follow up on complaints and suggestions of the bus, parking and ID services
- Sets the regulation for supplier selection
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Supervises: Purchasing specialist, Driver and Messenger, Parking lot cashier, Transportation Coordinator, Transportation Assistant

Evaluation: Reports to and is evaluated by Finance Director. Shall be evaluated annually according to procedures established by school policy.

Application Procedure: Interested and qualified candidates must fill in the on-line application form (<http://solutions.asf.edu.mx/application/>) and attach (1) updated résumé, and (2) copy of official transcripts/degree. All documents will be submitted automatically to our Human Capital database. If you are an ASF employee please send your resume to hc@asf.edu.mx

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