

## JOB RE-ANNOUNCEMENTS

### Academy of Culinary Arts – Cambodia (ACAC)

#### Background

Shift 360, a Swiss Foundation with representation in Cambodia, has received grants from the Swedish International Development Cooperation (Sida) and the Enhanced Integrated Framework/WTO (EIF) to support the development of the Academy of Culinary Arts – Cambodia (ACAC.) ACAC will train chefs for the Hospitality sector based on ASEAN standards. ACAC has been established by the Royal Government of Cambodia as a Cambodian Public Private Partnership. ACAC will be governed by a nine-member Board including senior Government officials and Representatives of the hospitality sector associations. Once operational, ACAC will deliver a post-high school two-year certificate program as well as short-term training/retraining programs on-campus and off-campus for professionals already employed in the sector.

Position Available and Qualifications:

#### **1. Purchasing Officer (1 position)**

The functions of the Purchase officer will be as follows:

- Receive the Purchasing Request Form
- Search and compare the quotations from supplier;
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items;
- Interact with the suppliers on a day to day basis.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Track the status of any orders.
- Deal with non-supplied, under orders, over orders and damaged goods.
- Manage any procurement activities
- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Ensure that any invoices are sent to accounts for payment.
- Provides purchasing planning and control information by collecting, analysing, and summarizing data and trends.
- Produce and maintain all reports

### **Qualifications**

- Bachelor Degree in related fields
- At least one experiences in purchasing task
- Excellent attention to detail and analytical skill
- Proficient in Microsoft Office: Word, Excel and PowerPoint
- Good communication skill, both in Khmer and English
- Must be honest and reliable
- Strong and positive work ethic and can-do attitude
- Be Patient and be able to work under pressure

### **Applications**

If you are creative and able to take initiatives; energetic, enthusiastic, and eager to take on new challenges; and are comfortable in being part of a team responsible for establishing a new institution then please forward a letter of interest and your CV showing your capabilities and ability to meet the qualifications required by the position. Short listed individuals will be interviewed by a panel in person, by phone or skype.

All positions are Phnom Penh based

#### **How to apply:**

Interested individuals can apply by submitting an Expression of Interest and a detailed CV with the salary expectation to:

<b>Attn:</b>	<b>Mr. Markus Kalberer</b>
<b>Email:</b>	<b>acac@shift360.ch</b>
<b>Visit our website:</b>	<b>www.acac.edu.kh</b>

**The deadline for application is**