

# School, Position & Person Profile

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## THE INTERNATIONAL SCHOOL OF KUALA LUMPUR®

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### ACCOUNTS ASSISTANT – RECEIVABLES & INVENTORY

#### THE SCHOOL

Established in 1965, The International School of Kuala Lumpur (ISKL) has become known as a center of excellence in the world of international education. ISKL is a co-educational, private, not-for-profit school responsible for the learning journey of over 1,700 students aged 3-18 years from more than 60 countries at its state-of-the-art campus located in Ampang Hilir in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum which combines leading North American educational frameworks with global best practice. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's mission to challenge each student to "Be All You Are" and develop the attitudes, skills, knowledge, and understanding to become a highly successful, spirited, socially responsible global citizen.

ISKL is an IB World School and has been authorized by the International Baccalaureate Organization to provide the prestigious International Baccalaureate Diploma Programme (IBDP) since 1989. In addition to the full IBDP, students also have the option of combining individual IB, Advanced Placement and High School Diploma courses to create a customized program tailored to their abilities, interests, and aspirations. The flexibility of ISKL's academic program creates global opportunities; the graduating class of 2019 received more than 400 acceptances from over 200 universities in 14 countries spanning 4 continents.

ISKL is accredited internationally through the Council of International Schools (CIS), and in the United States through the Western Association of Schools and Colleges (WASC). ISKL has a strong focus on service and sustainability across its divisions and is a member of the Eco-Schools organization and the Green Schools Alliance.

## **STATEMENT OF MISSION**

The International School of Kuala Lumpur provides an exceptional education that challenges each student to develop the attitudes, skills, knowledge and understanding to become a highly successful, spirited, socially responsible global citizen.

## **VISION**

To walk in a harmonious environment where care follows closely behind; learning is stimulated, curiosity is sparked, vision is cultivated, and action is inspired.

## **THE POSITION**

**Reporting to:** Manager, Procurement

**Hire type:** 12 months

### **Scope of Responsibilities:**

The Account Assistant is responsible for the daily management of the Panther Hut, attending to the requisition of office supplies as requested and making up orders as necessary. The Accounts Assistant is also in charge of collections for payment for the various school activities.

Job details:

1. To record, reconcile and follow-up on collected cash and cheques and the preparation of the Official Receipt.
2. To attend to the daily operation of the Panther Hut during school days.
3. To ensure when away from the Panther Hut, that a sign is placed indicating whereabouts.
4. To account for all monies collected from the sale of stationery to students, and prepare a daily Panther Hut Sales Account Record recording total daily sales.
5. To order supplies for staff members as required and ensure delivery.
6. To maintain Panther Hut stocks and where necessary initiate orders for re-supply by filling out a requisition form and passing to the Purchasing Officer.
7. To take delivery of orders, inspect them against requisition form and delivery order. To ensure Procurement Executive receives the acknowledged delivery order.

8. To organize and sell supplies of school uniforms, calculators and textbooks during school-parent-student orientation days and to be reflected in the Cash Register.
9. To develop realistic reorder levels and ensure new stock is ordered in sufficient time so that supplies do not run out.
10. To sell miscellaneous T-shirts and shorts and to be reflected in the Cash Register.
11. To all times maintain proper records of sales. To carry out a periodic inventory of stock and inform the appropriate department of the stock status.
12. To assist with the unloading and checking accuracy of deliveries (including containers) as required.
13. To ensure that the bookroom is maintained in a clean and tidy condition and stock is properly stored and safe.
14. To maintain proper inventory at all times for random checking by Procurement Executive or any other personnel as assigned by the School administrators. To check and update stock inventory system as and when required.
16. To carry out such other duties as may be assigned by the Supervisor from time to time.

## **Persons Specifications**

### **Qualifications/Training:**

- Minimum Certificate/Diploma in Business Studies, Admin, Finance, Inventory and Warehousing or its equivalent.

### **Essentials: experience/knowledge/skills**

- Minimum 2 years' working experience in inventory and/or store management with a customer service work environment.
- Must have the confidence and ability to interact and converse well with expatriate parents, teachers and students.
- Must be computer literate with hands-on experience in systems database management.
- Must have good spoken and written English.

### **Desirable: personal attributes**

- The successful candidate will be highly professional, possessing a passion for delivery of excellent customer service.
- They must have a positive attitude, be energetic and have the ability to prioritize workload effectively.
- They will be a confident communicator with the ability to liaise and build relationships with individuals at all levels, with a positive can-do attitude.

- They will have an excellent eye for detail, an analytical approach and an understanding of the need to be adaptable to the changing needs of the organization.

## **THE PROCEDURES**

### **Application**

Applications to be sent to: Ms. Punita Subramaniam, HR Executive at email: psubramaniam@iskl.edu.my

### **Interview**

Only those short-listed for an interview will be contacted. The decision and announcement of the successful candidate will be made as soon as the interview process is complete.