



CAYMAN INTERNATIONAL SCHOOL

Cayman International School is seeking an organized, detail-oriented, and proactive Purchasing Officer to support procurement, accounts payable and receivable functions, and operational logistics across the school. The successful candidate will be responsible for sourcing goods and services, managing vendor relationships, processing purchase orders and invoices, maintaining accurate records, supporting financial reconciliations, and ensuring the timely acquisition of resources required for the school's operations. The role also includes coordinating off-island trips, overseeing related insurance requirements and expenses, and collaborating with various departments to ensure efficient and cost-effective purchasing processes. Strong communication, organization, and multitasking skills are essential, along with a commitment to professionalism, accuracy, and exceptional service in a fast-paced educational environment.

PURCHASING OFFICER

Core Requirements:

- Bachelor's degree with 2–3 years' experience in accounting, bookkeeping, procurement, or accounts payable/receivable
- Strong understanding of budgeting, forecasting, shipping, and customs procedures
- Proficiency in Microsoft Office and accounting software
- Exceptional attention to detail, strong organizational and analytical skills, and clear written and verbal communication abilities
- Ability to manage high-volume workloads, meet deadlines, and work independently
- Team-oriented, proactive, adaptable, and customer-focused
- Ability to lift and move items up to 50 lbs as needed

Key Responsibilities:

- Ensure compliance with CIS procurement policies and procedures
- Source and purchase goods/services locally and overseas while securing best value
- Coordinate shipping, customs, and overseas orders and oversee cargo/container unloading and merchandise distribution
- Receive, inspect, and reconcile deliveries and inventory
- Process purchase orders, invoices, vendor reconciliations, and support accounts payable and accounts receivable functions
- Track budgets, expenses, and cost controls
- Support planning and oversight of off-island trips, including insurance, logistics, and expense tracking
- Provide administrative and clerical support to the Finance and Operations teams

Benefits: CIS offers a competitive package designed to support both your professional growth and personal wellbeing, including a \$500 annual wellness benefit, a \$1,000 annual travel allowance, and a telephone allowance of up to \$360 paid in 12 equal monthly installments. Additional support includes up to \$1,000 per year for professional development and tuition benefits where applicable. The package also includes 100% health insurance coverage under the SHIC Plus 250 plan, with contributions toward upgraded plans, as well as long-term disability coverage. Years of service awards are provided where applicable.

Salary: CI\$43,020.00 – CI\$53,500.00 Per annum depending on experience

Please submit a cover letter and resume to HR@cis.ky or Jobs Cayman Portal ID: U6U5J3
For additional information regarding the job description please see our website <https://www.cis.ky/>

Application deadline: June 26, 2026