



Position: Procurement & Logistics Officer

Supervisor: Head of Administration & Operations

Location: Nairobi, Kenya

Role Description

The job holder will be responsible for the timely procurement and delivery of quality goods and services as well as management of logistics at competitive prices.

Duties & Responsibilities

1. Ensure timely and efficient procurement of goods and services with strict adherence to the Company's procurement policies
2. Manage the suppliers' Prequalification and Request for Proposal processes to ensure that the company gets competitive suppliers and value for money
3. Coordinate the receipt, opening, and evaluation of quotations, tenders and proposals from potential suppliers of goods and services
4. Prepare suppliers' contracts and submit them for approval as required
5. Prepare and coordinate approval of Purchase Orders
6. Carry out market research to ensure that the company engages the right providers of goods and services in terms of quality, cost and speed of delivery
7. Facilitate quarterly procurement reviews and audits
8. Coordinate the process of receiving purchased goods to ascertain the quality and quantity of the goods received against the orders made
9. Submit procurements documents including contracts and LPOs to the Finance department for payments to the suppliers
10. Manage and maintain good relationship with suppliers of goods and services
11. Provide logistics support during shipping of goods in and out of the Company
12. Obtain procurement needs from the departments in good time to prepare quarterly procurement plans in adherence to the approved budgets

13. Work with Heads of Departments to establish re-order levels of various consumables in order to plan procurement schedules which ensure necessary consumables are provided in good time
14. Maintain procurement function records

Requirements

1. Bachelor's Degree in Procurement and Supply Chain Management or its equivalent
2. At least 3 years' experience in a similar role
3. Experience in dealing with Import and Export processes is **mandatory**
4. High integrity
5. Great analytical and negotiation skills
6. Good communication and interpersonal skills
7. Demonstrated ability to prioritize tasks and work with minimal supervision

Interested applicants should submit their applications for consideration to recruitment@tracom.co.ke by 18th Dec 2020. Quote **"TSL/PROCUREMENT/01/2020"** on the subject line. Please note that qualifying candidates will be shortlisted on a rolling basis and shortlisting will close as soon as sufficient candidates have been identified. Only shortlisted candidates will be contacted