



VACANCY: PROCUREMENT ASSISTANT OFFICER

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1000 leading manufacturing and value-add companies in Kenya. We seek to competitively fill the following position: -

Title: Procurement Assistant Officer

Reporting to: Procurement Manager

Location: Nairobi

Contract Type: 2 Years

Job Purpose:

The position is responsible for supporting in evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

Key Objectives

- No stock outs
- Accurate purchase forecasting
- Security of stock/assets under their care

Duties & Responsibilities

- Assisting with the preparing plans for the purchase of equipment, services, and supplies.
- Assisting with to Publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest.
- Co-ordinate the receiving and opening of tender documents and Co-ordinate the evaluation of tenders, quotations, and proposals.
- Support to Process purchasing transaction for, equipment's, materials, suppliers, capital goods and service within organizational purchase requirements.
- Support Invitation and awarding process of the recommended suppliers after rigorous selection process.
- Participating in Establishment and negotiation of contract terms and condition with suppliers (eg hotels industry) for the use of their wide variety of services.
- Implementation of procurement records and updating annually standing lists of registered tenderers required by the procuring entity.
- Creating and maintaining material codes for inventory and maintaining proper inventory records.
- Support Maintenance of good supplier relations and contracts

Requirements and Personal Attributes:

- Bachelor's Degree in Procurement
- Chartered Institute of Procurement and Supply (CIPS) an added advantage
- At least 3 years relevant work experience in a busy work environment
- Business Ethics

- Good planning, financial and budgeting skills
- Energetic, proactive with ability to meet deadlines in a busy environment
- Negotiation, Relationship building management with suppliers
- Team player
- Time management
- Customer service excellence

How to Apply:

Qualifying candidates should complete the online application form (**Click on Link [here](#) to apply**) and submit their CV and Application letter only to hr@kam.co.ke indicating the words “**Procurement Assistant Officer** ” on the email subject line so as to reach us **not later than October 7, 2022. Only the shortlisted shall be contacted.**