

Procurement Officer

JTL-FA-PO-01-26 | Supply Chain & Procurement | Contract | Posted on January 17th, 2026 | Expires on January 16th, 2026

PROCUREMENT OFFICER ROLE

We are looking for a highly organized and detail-oriented Procurement Officer to manage our company's procurement process and supply chain activities. The Procurement Officer will be responsible for sourcing suppliers, negotiating contracts, and managing vendor relationships to ensure timely and cost-effective procurement of goods and services. This role requires strong negotiation skills, analytical thinking, and the ability to work collaboratively with internal and external stakeholders.

PROCUREMENT OFFICER JOB RESPONSIBILITIES

- **Procurement process management** - Timely facilitation of end-to-end procurement processes including requisition, sourcing, evaluation, purchase order issuance and receipt of goods and services.
- **Vendor Management** - Identify, evaluate and select reliable suppliers based on cost, quality, reliability and delivery speed. Negotiate contracts and agreements with suppliers to secure favorable terms. This also involves vendor creation, material master management, service master management and periodic supplier review meetings.
- **Rentals Management** - Contract creation, rental service master management, rental purchase order creation.
- **Import and Exports Management** - Ensure tax classification of goods and liaising with the clearing agents for goods and coordinating process end-to-end. Managing shipping process to ensure all compliant processes are adhered to. Return Merchandise Authorization (RMA). Follow up to ensure timely receipt of repaired items.
- **Stores and Warehouse Management** - Management of goods receipt (GI/IR) process, management of goods issuance process and management of stock take process.
- **Project Management** - Project Bill of Materials management and purchase orders processing, processing of service entry sheets (SES), technical completion of orders (TECO), goods Movement (GMPS), processing of projects budgets as well as customer deployment process - approval of customer deployment requests based on a job P&L threshold and accounting for material usage.

- **Reporting** - Prepare weekly, monthly, quarterly, annual and ad hoc reports as and when required.
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PROCUREMENT OFFICER ROLE QUALIFICATIONS

- Bachelor's degree preferably in Business, Supply Chain, Inventory Management, Procurement, or an equivalent field
 - Chartered Institute of Procurement and Supply (CIPS) qualification or other qualification in Stores/inventory management will be an added advantage.
 - At least 4 years' experience in procurement or supply chain role in a busy environment. Experience working in the Telecommunication industry will be a distinct advantage.
 - Hands-on experience working with a stores/inventory management software/ERP. Those with SAP experience have an added advantage.
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Location: Nairobi

Department: Finance & Accounts

Job Type: contract