

## Facilities & Procurement Lead, Kenya

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Company: Zipline

Location: Kisumu

Category: business-and-financial-operations

### About You and The Role

The Facilities & procurement specialist plays an essential role in keeping our distribution center operations well coordinated and running seamlessly. You will play a pivotal role in ensuring the smooth operation of our facilities and procurement processes at our distribution center. You will oversee facility management, including maintenance, security, and space utilization, as well as administration, procurement and managing external contracts and vendors. You will organize, project plan, and execute facilities, administrative, and procurement-related tasks. This position will be based in Awasi, Kenya.

**What You'll Do**

**Facility Management:** Oversee the maintenance and upkeep of the distribution center facilities, including the warehouse and fleet. Develop and implement facility management policies and procedures to ensure operational efficiency and compliance with safety regulations. Collaborate with internal stakeholders to ensure seamless operations. Support the team to develop and execute procurement plans for country operations. Collaborate on activities with employees related to facilities operations (from maintenance and procurement to security and cleaning). Coordinate with external vendors and service providers to address facility-related issues promptly and effectively.

**Procurement:** Identify cost-saving opportunities through vendor negotiation, contract management, and strategic sourcing initiatives. Collaborate with internal stakeholders to understand procurement needs and develop procurement strategies aligned with business objectives. Ensure compliance with procurement policies and procedures, including vendor selection, evaluation, and contract management. Experience with at least one procurement workflow tool.

**Vendor Management:**

Build and maintain relationships with key suppliers and vendors, negotiating contracts and service agreements to ensure competitive pricing and quality standards. Evaluate vendor performance regularly and implement improvement plans as necessary to optimize supplier relationships. Monitor market trends and industry developments to identify potential new suppliers and opportunities for innovation and cost savings. Source, onboard, and manage vendors. Prepare proposals, request quotes and negotiate purchase terms and conditions as well as following up on their payments.

**What You'll Bring** At least 4 years of experience in facility management and procurement, or related roles, preferably in logistics or technology industries. Strong understanding of facility management principles, procurement best practices, and supply chain processes. Experience leading and managing teams. Proven ability to manage vendor relationships, negotiate contracts, and drive cost-saving initiatives. Excellent communication, negotiation, and problem-solving skills. Ability to work effectively in a fast-paced, dynamic environment and collaborate cross-functionally with internal and external stakeholders to achieve business objectives. Strong data gathering, analytics, and reporting skills. Ability to work efficiently with computing systems (Google Suite, Microsoft Office Suite, etc.). Must have the legal right to work in Kenya

**Licensed Driver** who is able to drive a manual vehicle

**What Else You Need to Know** Zipline is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state, federal or local law or our other policies.

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