

## Junior Procurement Officer (Fresh Farm Produce) at Summit Recruitment and Search

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

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Summit Recruitment & Search was established in to address the recruitment, mass recruitment, executive search, outsourcing and training needs of companies based in Kenya or wanting to enter the Kenyan, East African, South African and African market. We have a leading proven track record in our field in South Africa, Uganda, Ethiopia, Tanzania, Rwanda, Nigeria, Zambia, Ghana and many other African countries. We are able to advise on market trends, training requirements, prevailing salaries and offer a complete HR Solution where necessary.

### Key Requirements:

Responsible for the procurement of fresh produce from existing suppliers.

Building and maintaining relationships with suppliers.

Responsible for weekly supplier reconciliations and Monthly reporting.

Daily monitoring, checking of inventory and Inspecting goods upon delivery.

Understand and fulfill customers' requirements – ensure quality, availability, and food safety.

Dealing with returns, rejects and wastage.

Safeguarding and analyzing EVF' product range with the goal of procuring goods at the right time.

Follow market- and product developments and identify opportunities and trends.

Performing general administrative tasks (barcode management, buying packaging material, stationary).

**Qualifications:**

Relevant bachelor's degree.

Must have 2 years' experience as a procurement officer in a farm preferably herbs or vegetables.

Excellent written and verbal communication skills.

Knowledgeable and support to keep record, data entry analytics and reporting.

Keen attention to detail and ability to effectively manage time.

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