

Logistics And Procurement Manager at Avenue Healthcare

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Avenue Hospital was founded in for the purpose of managing the outpatient department at the Hospital, and to extend medical services to corporate clientele through an innovative concept of Managed Healthcare.

Job Objective/Purpose

To efficiently manage the Avenue Group procurement function to foster savings while ensuring all products are of high quality.

Key Responsibilities

Accountable for Procurement, Inventory & Warehouse Management, Distribution Centers and Vendor Management function

Collect, review, and analyze information regarding strategies, plans, policies, and procedures based on operational analysis.

Ensure effective lines of communication to ensure timely delivery of commodities using the most appropriate procurement procedures.

Establish and implement a monitoring system that ensures that the prices paid for commodities are in line with local market prices.

Develop and manage the rosters of suppliers, elaborate supplier selection, and evaluation, quality, and performance measurement mechanisms.

Prepare monthly, quarterly, and annual procurement plans and progress reports as required.

Ensure that all transactions are kept current, recorded accurately, and processed efficiently.

Co-ordinate tenders and negotiate long term contracts with suppliers.

Oversee the preparation of service delivery contracts, leases, and purchase orders for all acquisition needs.

Maintain procurement files including all relevant documentation and vendor tracking system.

Manage vendor contracts and maintain relationships with suppliers to ensure completeness of deliverables outlined in the contract this includes ensuring that all vendor complaints and concerns are addressed promptly to ensure that the organization continues to always receive uninterrupted services.

Deliver on the Avenue Group strategic procurement initiatives.

Develop key processes, procedures, and work templates to ensure continuous improvement and adhere to the ISO principles.

Foster savings by using the procurement levers such as standardization, optimization, consolidating and outsourcing.

Ensure continuous supply of medical supplies whilst minimizing inventory costs.

Co-ordinate the effective resolution of vendor queries and other finance related issues.

Assist in the sourcing of products as required.

Implement the supplier performance management plan; roll out KPIs and report on performance of suppliers.

Manage framework agreements and contracts as required including carrying out market assessments for equipment placement requirements.

Execute strong governance through planning, developing, organizing, directing, managing, and evaluating the supply chain operations. Develop supply chain risks methodology, supplier contingency/procurement continuity plan and mitigations.

Lead, develop and motivate the procurement & supply chain team including upskilling, training on the best practices, keeping with current trends in procurement and leave and absence management to achieve desired goals and optimal outcome.

Any other duty as assigned by the supervisor.

Personal Specifications

Bachelor's degree in business, commerce, supply chain management and any related field

Professional qualification in Procurement or Purchasing & Supplies Management (CIPS or its equivalent)

Certified and member in good standing with Kenya Institute of Supplies Management (KISM)

6 – 8 years' experience in SCM with at least 3 years managerial experience. Healthcare industry experience preferred but not mandatory.

Experience working with an ERP preferably Oracle Supply Chain Module

Ability to multitask and manage multiple and simultaneous responsibilities.

Effective interpersonal and presentation skills

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