

Procurement Associate at Tushop

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Tushop is a venture-backed technology-enabled company operating in Kenya. Our mission is to strengthen the welfare of communities by giving them more value with their groceries. We do so by aggregating communities' demand for groceries to help them access wholesale prices and provide convenient delivery to end-customers. Additionally, we work with Community Leaders, who earn an additional income for the work that they do in their communities.

Your role:

Reports to Senior Operations Manager

The Procurement Associate will have a key role in supporting and participating in procurement operations, with a focus on ensuring an efficient and cost-effective supply of high-quality products to our warehouses. This includes actively identifying farmers and manufacturers, engaging with them, and negotiating advantageous terms to secure the best products for our customers. Attention to detail and a commitment to on-time delivery are crucial in minimizing out-of-stock risks and maintaining a consistent supply chain.

Key Responsibilities:

Identify local farmers near our warehouses to establish reliable supply chains for the sourcing of perishable produce.

Negotiate with suppliers to secure advantageous terms and establish mutually beneficial relationships.

Preparation and issuance of approved purchase orders, ensuring accuracy and compliance with procurement policies and procedures.

Ensure timely delivery of produce by farmers to our warehouses, mitigating the risk of stockouts.

Maintain high-quality standards for all procured produce by regularly conducting inspections and quality checks as necessary.

Foster a culture of long-term savings on procurement costs, exploring cost-efficient sourcing strategies and optimizing vendor relationships.

Oversee processes of tracking inbound shipments ensuring accuracy and efficiency.

Address and resolve any issues or complaints related to procurement operations.

Track and analyze OKRs across all aspects of procurement processes to drive continuous improvement.

Provide feedback and escalate any systemic concerns in the procurement process regarding cost-inefficient approaches.

Thrive in a fast-paced, deadline-driven environment, navigating through ambiguity, taking ownership, and delivering on commitments.

The profile we're likely to hire:

Bachelor's degree in supply chain management, purchasing, or a relevant field.

Previous work experience in procurement within the FMCG industry, demonstrating a strong understanding of procurement processes.

Proven ability to effectively manage relationships with farmers, suppliers, and other stakeholders involved in the supply chain.

High emotional intelligence (EQ) and excellent communication skills, both verbal and written, to foster collaboration, negotiate effectively, and build strong professional relationships.

Exceptional skills in planning, organization, and attention to detail, enabling efficient procurement operations and resources management.

Ability to prioritize tasks effectively, ensuring timely completion of critical activities and meeting deadlines.

Ability to manage new ideas, creative solutions, and changing priorities while focusing on goals and objectives.

Proficiency in problem-solving techniques and root cause analysis, effectively communicating findings and recommendations through detailed analysis.

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