

## Procurement Coordinator at Ampersand E-mobility Limited

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({});

Ampersand is Africa's first and leading integrated electric motorcycle and transport energy solution. We offer East Africa's five million taxi motorcyclists a commercial electric motorcycle that is cheaper from day one, provides better overall user experience and requires minimal customer behaviour change. Using technology adapted for the local market and the right business model to achieve scale, our vehicles deliver superior driving performance, emit 75% less carbon than petrol motorcycles with zero tailpipe emissions and put over \$ a year back into drivers' pockets.

### About the role

Ampersand is looking for a passionate Procurement Coordinator to be part of the wider supply-chain team. The Procurement Coordinator will be managing sourcing, purchasing and transportation of construction materials, electrical and mechanical materials and tools for vehicle and battery assembly, as well as office equipment. The procurement will be done in Kenya first but will be extended to other countries depending on the company's requests.

The procurement Coordinator will be responsible for the full procurement process from suppliers to deliveries including customer satisfaction, payment follow up and quality management. Part of a procurement team, the Procurement Coordinator will be necessarily flexible and result-oriented to help other officers in performing their own procurements when necessary.

**As the Procurement Coordinator, you will hold the following responsibilities:**

Handling daily procurement tasks in terms of category management.

Managing the category of the products and being flexible to support the team to achieve other company goals and objectives.

Preparing weekly procurement plans for construction materials, electrical and mechanical materials, tools for vehicle and battery assembly, as well as office equipment based on company priorities and internal requests.

Following, enforcing and suggesting improvements in the company's procurement policies and procedures.

Reviewing, comparing and analyzing items to be purchased.

Preparing purchase orders in the ERP and Maintaining accurate procurement records in Jira (internal procurement ticket software).

Sourcing, evaluating, maintaining and updating supplier information and supplier database.

Maintaining good supplier relations and negotiating contracts.

Giving feedback and follow-up when quality or expectations are not met by the supplier.

Preparing the request for quotations and securing the proforma invoices from vendors and completing the procurement process as per the procurement manual.

Receiving stocks, validating the quality and performing necessary additional transportation if needed.

Manage a Stock officer on a daily basis.

**Minimum requirements**

Bachelor's degree in procurement, logistics, business management or a similar field preferred.

At least 3+ years of experience in procurement coordination-related work.

Proficiency in Microsoft Office and purchasing software.

Strong communication and negotiation skills with demonstrated records of sourcing success

Good analytical, strategic thinking and prioritization skills

Customer service-oriented and able to work in a fast-paced working environment.

Willing to work as part of a team and seek or provide support accordingly

[Apply Now](#)

#### Cross References and Citations:

1. Procurement Coordinator at Ampersand E-mobility Limited Mumbaijobs Jobs Kenya Mumbaijobs ↗
2. Procurement Coordinator at Ampersand E-mobility Limited Nursejobsnearme Jobs KenyaNursejobsnearme ↗
3. Procurement Coordinator at Ampersand E-mobility Limited Googleforjobsposting Jobs Kenya Googleforjobsposting ↗
4. Procurement Coordinator at Ampersand E-mobility Limited Findpythonjobs Jobs KenyaFindpythonjobs ↗
5. Procurement Coordinator at Ampersand E-mobility Limited Gurujobs Jobs Kenya Gurujobs ↗
6. Procurement Coordinator at Ampersand E-mobility Limited JobsinaustraliaJobs KenyaJobsinaustralia↗
7. Procurement Coordinator at Ampersand E-mobility Limited RomaniaajobsJobs Kenya Romaniaajobs↗
8. Procurement Coordinator at Ampersand E-mobility Limited Appdeveloperjobs Jobs KenyaAppdeveloperjobs ↗
9. Procurement Coordinator at Ampersand E-mobility Limited Egyptjobs Jobs Kenya Egyptjobs ↗
10. Procurement Coordinator at Ampersand E-mobility Limited HongkongjobsJobs KenyaHongkongjobs↗
11. Procurement Coordinator at Ampersand E-mobility Limited Searcheruropeanjobs

**Jobs Kenya Search**[europeanjobs ↗](#)

**12. Procurement Coordinator at Ampersand E-mobility Limited** [Statisticsjobs](#) [Jobs Kenya Statisticsjobs ↗](#)

**13. Procurement Coordinator at Ampersand E-mobility Limited** [Teacherjobsnearme](#) [Jobs KenyaTeacherjobsnearme ↗](#)

**14. Procurement Coordinator at Ampersand E-mobility Limited** [Pilotjobsnearme](#) [Jobs KenyaPilotjobsnearme ↗](#)

**15. Procurement Coordinator at Ampersand E-mobility Limited** [Londonjobscareer](#) [Jobs KenyaLondonjobscareer ↗](#)

**16. Procurement Coordinator at Ampersand E-mobility Limited** [Searchcanadajobs](#) [Jobs KenyaSearchcanadajobs ↗](#)

**17. Procurement Coordinator at Ampersand E-mobility Limited** [Kuwaitjobstoday](#) [Jobs KenyaKuwaitjobstoday ↗](#)

**18. Procurement Coordinator at Ampersand E-mobility Limited** [Lebanonjobs](#) [Jobs KenyaLebanonjobs ↗](#)

**19. Procurement coordinator at ampersand e-mobility limited** [Jobs Kenya ↗](#)

**20. AMP Version of Procurement coordinator at ampersand e-mobility limited** [↗](#)

**21. Procurement coordinator at ampersand e-mobility limited** [Kenya Jobs ↗](#)

**22. Procurement coordinator at ampersand e-mobility limited** [Jobs Kenya ↗](#)

**23. Procurement coordinator at ampersand e-mobility limited** [Job Search ↗](#)

**24. Procurement coordinator at ampersand e-mobility limited** [Search ↗](#)

**25. Procurement coordinator at ampersand e-mobility limited** [Find Jobs ↗](#)

Source<https://ke.expertini.com/jobs/job/procurement-coordinator-at-ampersand-e-mobility-li-kenya-jobwebkenya-49e9c9b9da/>

Generated on: 2024-05-03 by [Expertini.Com](#)