

Procurement Manager at Bolt

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Bolt, previously known as Taxify, is the leading European transportation platform providing ride-hailing and scooter sharing services. The company's mission is to make urban travel easier, quicker and more reliable

Your daily adventures will include :

Developing procurement strategies that are inventive and cost-effective.

Sourcing and engaging reliable suppliers and vendors.

Negotiating with suppliers and vendors to secure advantageous terms.

Review existing contracts with suppliers and vendors to ensure ongoing feasibility.

Building and maintaining long-term relationships with stakeholders, vendors, and suppliers.

Approving purchase orders and organizing and confirming delivery of goods and services according to the internal guidelines

Performing risk assessments on potential contracts and agreements.

Controlling the procurement budget and promoting a culture of long-term savings on procurement costs.

Act as a project leader when it comes to Request for Information/Proposal/Quotation, and

guide the business on the Procurement processes & best practices

Perform Quarterly Business Reviews and Audits whenever applicable

Support the Procurement team with ideas for Processes/Improvements/etc.

Preparing procurement reports for the MEA region

Act as a Procurement Ambassador in the MEA region, and supporting the business to get to the next maturity level within Procurement

We are looking for:

A minimum of 5 years of experience as a Buyer

Exposure to international projects in the Procurement sphere within the Africa & Middle East regions

Strong negotiation skills

Tech-savvy

Team player, open-mindedness, willingness to learn new things, hands-on attitude

Great stakeholder management

Previous experience with the Purchase to Pay process, and ERP systems

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