

Procurement Officer at Ital Global

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Location: Kenya

Category: office-and-administrative-support

Job Description

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We are a comprehensive Human Capital Consultancy firm dedicated to helping organizations just like yours with their HR activities and work. We believe in creating productive and fruitful relationships with our clients by adding value to your business to ensure that you get the very best return on your Human Capital spend. Our Human Capital solutions, advice and guidance are uniquely designed and shaped around your exact requirements and objectives. They will fit with your culture and the business challenges that you currently face. Ital Global serves organizations that believe that people are the ultimate drivers of organizational success. Wherever we operate, our commitment is to offers a unique approach, efficiency, convenience diligently and efficiently. Ital Global looks to your future! If you grow, we grow. If you beat your competition, we beat ours. If you achieve results, so do we! We know our business, we'll learn yours. We are a trusted partner, not just a vendor! We do not settle for the status quo! We partner with you to find the best ways to meet your needs and expectations with an eye on budget and outcomes Vision/Mission To enhance the performance of every organization through the effective management and development of Human Capital through our services and products. To be recognized as an impactful, innovative and efficient HR Consulting partner. Through our One-Stop HR Shop we are your Professional HR Partner! Mission To partner with clients and provide unparalleled expertise and advice across all aspects of Human Resource management to organizations across industry sectors whilst supporting the development of Human Capital

skills.

About the Client:

Our client is a leading innovative construction solutions provider in East Africa who has a proven track record of performance driven by solid knowledge and experience in the construction industry and is seeking to recruit a Procurement Officer responsible for the procurement functions.

Summary of Duties and Responsibilities

Estimate and establish cost parameters and budgets for purchases.

Create and maintain good relationships with vendors/suppliers.

Make professional decisions in a fast-paced environment.

Maintain records of purchases, pricing, and other important data.

Review and analyze all vendors/suppliers, supply, and price options.

Develop plans for purchasing equipment, services, and supplies.

Negotiate the best deal for pricing and supply contracts.

Ensure that the products and supplies are high quality.

Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.

Work with team members and procurement manager to complete duties as needed.

Acting as a liaison between the project team and Administration/Finance Unit or any other support department.

Contract Management.

Any other duties as shall be assigned from time to time

Key Qualifications

Bachelor's Degree from a reputable University in (Business & Procurement related courses).

Solid knowledge and understanding of procurement processes, policy, and systems.

Ability to analyze problems and strategize for better solutions.

Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).

Ability to negotiate, establish, and administer contracts.

Excellent verbal and written communication skills.

Ability to multitask, prioritize, and manage time efficiently.

Accurate and precise attention to detail.

Ability to work well with management and staff at all levels.

Goal-oriented, organized team player.

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