

Procurement/Supplies Personnel at Fontana Enterprises Limited (FEL)

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

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Fontana Enterprises Limited (FEL) is a company incorporated in Kenya under the company's act Cap and started its operations in as a sole proprietorship business and later incorporated as a limited liability company in . With its head office in Nairobi, FEL has grown tremendously to become a leader in both local and international procurement and commission agency business in the East African region. We represent a number of international firms in the East Africa region and also undertake joint ventures with other established firms. With its headquarters in Nairobi, Kenya, the firm is strategically located in the East frican Region to effective reach its clients.

JOB SKILLS AND SPECIFICATIONS

2-3 Years' experience in Tendering

Presentation skills.

Knowledge of basic buying and purchasing practices.

Should possess knowledge of basic budget management and calculations.

Should possess good customer relation skills.

Should be well organized, detail-oriented, forward thinking and proactive.

Should be familiar with Microsoft Office package.

Should be able to work as an individual and as a flexible team player.

Should be able to priorities tasks and manage one's own time effectively.

Discretion and need for Confidentiality.

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