

Job Description – Assistant Procurement Manager GS

Position & Grade: Assistant Procurement Manager GS

Reports to: Procurement Manager

Summary Role: The main purpose of Assistant Procurement Manager position is to manage the procurement process by planning, monitoring and coordinating, the acquisition of products, services, works in the General Services tower that are needed for daily and continuous operations of Movit.

Key Duties and Responsibilities:

- Source for the supplier with the best quality as well as most competitive prices to supply quality goods and services to Movit;
- Handle the end-to-end process of procurement of CAPEX requirements
- Prepare monthly CAPEX status reports.
- Negotiate quotations with the most competitive prices, terms of delivery and the best quality materials;
- Source for the best transport providers, putting into consideration flexibility and timely deliveries;
- Timely and daily interaction with the transporters on deliveries to assess the status of the deliveries and give clear feedback on the same;
- Ensure zero stock outs on critical materials in the GS tower involved by working hand in hand with stores and following the set re-order levels.
- Timely supervision of purchase orders for the various requested items until the goods received note (GRN) is raised and the supplier fully paid;
- Supervise Nairobi imports Activities that is; liaising with stores in regards to the requirements and follow through the entire process until goods are received, GRN raised and the supplier is paid;
- Continuous supervision on Local Supplies (Factory Spares, OHSE requirements, Chemical, Promotional items, Construction materials, IT materials, Stationery material);
- Critically supervising and follow-up on all customs documents received and sent to different stakeholders;
- Ensure proper record keeping of all purchases is maintained and can easily be retrieved;
- Conduct monthly supplier visits to assess their capacity to produce and supply goods as per Movit demands and in the same regard share various improvement areas to the supplier;

- Execution of procurement plans in GS tower to ensure continuous supplier availability and without fail so as not to derail other activities within the department and in all other activities.
- Implement the Movit Eagle way by executing your duties in line with Quality, Speed, Cost, Safety and People in order to establish the basis for Effective Problem Solving, Continuous Improvement and innovation and ensure adherence to agreed service level agreements with other departments;
- Perform any other duties and responsibilities as maybe assigned from time to time by the Supervisor.

Working Relationship and work Environment:

- Working with the entire staff and departments in Movit
- Maintain good relations with key associates and company external stakeholders
- Office based and ability to manage urgent demands
- Ability to meet deadlines and exhibit a high degree of flexibility and versatility
- Ability to work in a team;
- Ability to embrace systems and leverage technology for quicker execution of tasks;
- Exhibit a high level of integrity.

Key Result Areas:

- Ensure 100% compliance of the purchasing cycle for all transactions done
- Sufficient sourcing of qualified suppliers
- Ensure 100% success rate on all specified delivery timelines and quality
- Daily use of spreadsheets to record all purchases done
- Weekly/monthly report on all purchases done
- Ensure 85% success rate on all negotiations done
- Sufficient sourcing of varieties of samples for user considerations

Qualifications, Skills and Experience:

- The ideal candidate for the Assistant Procurement Manager position should hold at least a Degree in Procurement or any relevant field;
- A minimum of Five (5) years working experience in a busy organization preferably in Procurement;
- Knowledge of SAP;
- Ability to work under pressure with minimum or no supervision and meet deadlines in a fast-paced changing environment;
- Excellent interpersonal, communication and organization skills with a high demonstrable level of integrity and confidentiality.