



## Join Kijani Supplies – Shape the Future of Sustainable Hospitality Logistics!

**Position:** Specialist Procurement Assistant

**Location:** Nairobi (with occasional travel to the Mara and other regional hubs)

**Application Deadline:** [15/06/2025]

**Start Date:** Immediately

### About Us

Kijani Supplies is a fast-growing, tech-enabled procurement and logistics company transforming how lodges, camps, and hotels in East Africa source their supplies. With a client base spanning 130+ properties and growing rapidly across the Maasai Mara and beyond we're building a sustainable, efficient, and reliable supply chain for Africa's remote tourism economy.

### Job Summary

We are seeking a proactive and detail-oriented Specialist Procurement Assistant to support both operational and strategic procurement activities. You'll play a key role in supplier relationship management, demand planning, cost optimization, and procurement system development enabling us to scale effectively while maintaining best-in-class service. This role is ideal for someone with strong analytical and organizational skills, a passion for sustainability, and the ability to work in a fast-paced, high-growth environment.

### Key Responsibilities

#### 1. Operational Procurement

- Support demand forecasting and procurement planning in coordination with sales and warehouse teams
- Monitor stock levels and identify purchasing needs
- Source, evaluate, and onboard suppliers that meet our quality and compliance standards
- Raise and manage purchase orders with approved vendors
- Track deliveries, ensure timely fulfillment, and update internal procurement systems
- Verify quality and condition of deliveries with warehouse staff
- Maintain accurate records of contracts, invoices, and transactions
- Communicate with suppliers to confirm or update order details

#### 2. Strategic Procurement

- Monitor supplier performance and reliability metrics
- Contribute to cost-saving initiatives through smarter sourcing and purchasing
- Assist in evaluating and renegotiating vendor contracts
- Conduct market research to identify new suppliers, trends, or alternative products



- Help build procurement reports and dashboards for internal decision-making
- Identify and implement process improvements to support scale and efficiency

### **Qualifications & Experience**

- Degree in Procurement, Supply Chain Management, or Business-related field
- 2+ years experience in a procurement or sourcing role, ideally in FMCG, retail, or hospitality sectors
- Proven understanding of procurement cycles, sourcing strategies, and cost management
- Strong analytical, negotiation, and communication skills
- Familiarity with procurement or ERP systems and Microsoft Excel
- Ability to multitask and meet deadlines in a fast-paced environment
- A mindset for continuous improvement and innovation

If you're excited about this opportunity, send us your application on or before 15<sup>th</sup> June 2025 to [hr@kijanisupplies.com](mailto:hr@kijanisupplies.com) with the subject line starting with the role you're applying for, followed by your name (e.g., '[Role Title] – [Your Name]'). We're looking for passionate, dynamic individuals to join our team, so don't miss out on this chance to be part of something amazing .