

## Tropical Heat

Kiambu, Kenya

CANDIDATURES OUVERTES

# Senior Procurement Officer

Achats & approvisionnement · Logistique

### LIEU

Présentiel sur site · Type de contrat indéfini

Kiambu, Kenya

Salaire : Indéfini

### CANDIDATURE

place(s) disponible(s)

5 an(s) d'expérience minimum

Publiée le 14/10/2026

## DESCRIPTION DU POSTE

Tropical Heat was established in 1973 as a small ethnic snack cottage industry. Today, we are one of the leading manufacturers of spices and snacks in the East African region and our brand Tropical Heat is a household name in Kenya. With our very strong and expert technical team, we manufacture a vast range of spices and snacks.

### Job Purpose

The Senior Procurement Officer will oversee procurement operations, ensuring the timely, cost-effective, and efficient sourcing of goods and services to support business operations. The role requires a strong understanding of procurement planning, supplier management, inventory coordination, and cost control, with the ability to manage a high volume of Stock Keeping Units (SKUs). The successful candidate will also provide leadership and guidance to the procurement team, ensuring adherence to procurement policies, quality standards, and delivery timelines.

### Key Responsibilities

#### Procurement Planning and Execution

- Develop and implement procurement plans based on business requirements, demand forecasts, inventory levels, and operational priorities.
- Manage end-to-end procurement activities, including sourcing, supplier evaluation, quotation analysis, negotiation, purchase order processing, and order follow-up.
- Oversee procurement activities involving a high volume of SKUs, ensuring accurate ordering, availability, and timely replenishment.

- Monitor stock availability and coordinate with inventory, warehouse, production, and other relevant departments to minimize stockouts and excess inventory.
- Ensure purchased materials, products, and services meet the required specifications, quality standards, and delivery schedules.
- Review purchase requisitions and ensure procurement activities align with approved budgets and internal procedures.

### **Supplier Management and Negotiation**

- Identify, evaluate, and develop relationships with reliable suppliers to ensure consistent supply and competitive pricing.
- Negotiate prices, payment terms, lead times, and contractual conditions to achieve cost savings and value for money.
- Monitor supplier performance against agreed service levels, quality requirements, and delivery timelines.
- Resolve supplier-related issues, including delayed deliveries, quality discrepancies, and pricing disputes.
- Maintain an updated supplier database and identify alternative sources of supply to mitigate procurement risks.

### **SKU and Inventory Management**

- Manage procurement requirements across a broad and diverse SKU portfolio, ensuring accurate purchasing decisions and effective stock replenishment.
- Analyse SKU movement, consumption patterns, lead times, and demand trends to support procurement planning.
- Coordinate with the inventory and warehouse teams to maintain optimal stock levels and minimize slow-moving, obsolete, or excess stock.
- Monitor stock availability and procurement lead times to support uninterrupted business operations.
- Maintain accurate procurement records and ensure the integrity of purchasing and inventory-related data.

### **Cost Control and Reporting**

- Monitor procurement expenditure against approved budgets and identify opportunities for cost reduction.

- Prepare procurement reports covering spend analysis, supplier performance, purchase orders, delivery status, and cost-saving initiatives.
- Analyse purchasing trends and recommend improvements in sourcing strategies, supplier selection, and procurement processes.
- Ensure proper documentation and compliance with procurement policies, approval procedures, and audit requirements.
- Maintain accurate records of quotations, purchase orders, contracts, invoices, and supplier agreements.

### **Team Leadership and Supervision**

- Supervise, guide, and support procurement team members to ensure efficient execution of daily procurement activities.
- Allocate tasks, monitor performance, and ensure adherence to established procurement procedures and timelines.
- Provide coaching and mentorship to team members to strengthen procurement capabilities and accountability.
- Review the team's work for accuracy, completeness, and compliance with internal controls.
- Foster collaboration between procurement and other departments to improve operational efficiency.

### **Qualifications and Experience**

- Bachelor's degree in Procurement and Supply Chain Management, Purchasing and Supplies Management, Business Administration, or a related field.
- Minimum of 5 years' relevant experience in procurement, preferably in a structured, high-volume procurement environment.
- Demonstrated experience supervising, coordinating, or managing other procurement staff.
- Proven experience handling a large and diverse SKU portfolio, with strong understanding of SKU-level purchasing, stock replenishment, and inventory coordination.
- Experience in supplier sourcing, contract negotiation, purchase order management, and cost control.
- FMCG, manufacturing, retail, distribution, or other fast-moving, high-volume industries experience will be an added advantage.
- Professional procurement qualification or membership with a recognized professional body will be an advantage.

## Method of Application

Apply through the employer's recruitment portal (link above).

Source: MyJobMag Kenya — published 14 October 2026. Deadline: not specified.

## PRÉREQUIS

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- Demonstrated experience supervising, coordinating, or managing other procurement staff
- Proven experience handling a large and diverse SKU portfolio (SKU-level purchasing, stock replenishment, inventory coordination)
- Experience in supplier sourcing, contract negotiation, purchase order management, and cost control
- FMCG, manufacturing, retail, distribution or other high-volume industry experience is an added advantage
- Professional procurement qualification or membership with a recognized professional body is an advantage

## DOCUMENTS À FOURNIR POUR CANDIDATER

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- Curriculum Vitae (CV)

## CONTACT RECRUTEMENT

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## LIENS UTILES

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