

Vistari SEZ Limited - Job description

Job details	
Job title: Supply Chain & Procurement Assistant	Line Manager title: Supply Chain & Procurement Officer
Department: Corporate Services	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Supply Chain & Procurement Assistant provides administrative and operational support in procurement, logistics, and inventory functions - ensuring timely documentation, accurate data entry, and compliance with procurement and inventory procedures. The position plays a critical role in maintaining up-to-date supplier and inventory records, preparing and tracking procurement documentation, following up deliveries, and supporting the seamless flow of materials and services across production and administrative functions. The role contributes directly to process efficiency, transparency, and value-for-money in the Company's textile and garment manufacturing operations.	
Key roles and responsibilities	
Procurement Documentation & Support - Prepare and issue purchase requisitions (PRs), requests for quotations (RFQs), and purchase orders (POs) under guidance of the Supply Chain Officer. - Ensure all procurement documents are accurately filed, numbered, and accessible for audit purposes. - Assist in verifying supplier quotations, delivery notes, invoices, and supporting documents for completeness. - Track purchase orders through approval stages, supplier confirmation, and delivery. - Maintain a register of open orders, pending deliveries, and supplier follow-ups. - Ensure procurement files are compliant with company procedures and contain all relevant documentation (requisitions, approvals, bids, and contracts). Supplier & Vendor Support - Maintain and update the supplier database, including contact details, prequalification status, and performance records. - Support periodic supplier evaluations by gathering data and performance metrics. - Communicate with suppliers to confirm delivery schedules and resolve administrative queries. - Assist in coordinating supplier meetings, tender openings, and documentation handovers. Inventory & Stores Assistance - Support the receipt, inspection, and documentation of incoming materials, supplies, and consumables. - Maintain up-to-date stock cards, bin cards, and ERP entries for all goods received and issued. - Assist in regular stock-taking, cycle counts, and reconciliation of physical versus system records. - Track material movement between stores, production units, and dispatch points. - Ensure proper storage, labeling, and housekeeping within stores in compliance with safety standards. Logistics & Delivery Coordination - Support logistics arrangements for transport, dispatch, and delivery of goods and materials. - Prepare delivery notes, gate passes, and shipment documentation as directed. - Liaise with transporters, clearing agents, or warehouse personnel for accurate and timely deliveries. - Maintain a log of incoming and outgoing shipments, fuel consumption, and vehicle usage. Compliance & Reporting - Ensure all procurement and inventory transactions comply with company policy, approval hierarchies, and documentation standards. - Maintain auditable records for all purchase and store transactions.	

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- Support the preparation of periodic procurement, inventory, and logistics reports. - Participate in internal and external audit exercises by retrieving and submitting relevant records. • Systems & Continuous Improvement - Accurately capture procurement and inventory data into the ERP or accounting system. - Assist in verifying data accuracy and completeness of entries before submission for review. - Identify opportunities for process improvements and suggest practical measures for efficiency. - Participate in supply chain digitalisation and automation initiatives. • Collaboration & Team Support - Provide administrative and clerical support to the team. - Coordinate closely with other departments to ensure timely flow of documentation and materials. - Uphold professionalism, integrity, and confidentiality in all supplier and interdepartmental dealings. • Compliance with Vistari's Corporate Systems - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture. - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role. - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards. - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation. - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns. - Any other related responsibilities that may be assigned by the Line Manager from time to time.		
Academic and professional qualifications + Work experience		
• Diploma or Bachelor's degree in Procurement, Supply Chain Management, Logistics, or related fields. • Professional certification or ongoing studies in CIPS, KISM, or equivalent. • Minimum of two (2) years' relevant experience in procurement or supply chain administration, preferably in manufacturing or textile sectors. • Familiarity with procurement and inventory management systems (ERP preferred). • Sound knowledge of recordkeeping, vendor documentation, and stores procedures. • Proficiency in Microsoft Excel, Word, and basic data analysis. • Strong organisational skills and attention to detail.		
Technical skills and behavioural competencies		
• Procurement Support: Good understanding of sourcing processes, documents, and vendor coordination. • Inventory Management: Ability to maintain accurate stock records and assist in reconciliations. • ERP & Systems Accuracy: Skilled in data entry and maintaining transaction integrity. • Attention to Detail: Ensures precision in documentation, filing, and reporting. • Communication & Teamwork: Collaborates effectively with suppliers and internal teams. • Integrity & Compliance: Adheres to procurement policies, ethical standards, and confidentiality protocols. • Analytical Thinking: Able to identify errors, variances, or process inefficiencies. • Organisation & Time Management: Manages multiple requests efficiently and meets reporting deadlines.		
Sign off		
Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: