**JOB VACANCY – PURCHASING COORDINATOR**

Our client is a leading furniture retailer and is seeking to hire a qualified person in the role of a Purchasing Coordinator. The ideal candidate must have at least five years’ experience in handling imports.

**Salary range: Gross of Kshs 150,000 to 200,000**

**Location: Nairobi**

**Essential Duties and Responsibilities**

* Manage the Purchasing department, with a team of 2 people
* Manage the sourcing of imported and local products for trade
* Manage supplier relationships and communications
* Manage administration and process of importation, including calculating landed costs and proposing pricing.
* Develop suitable product range plan for each market segment
* Develop a buying schedule for the year
* Closely monitor sales for all products and ensure availability of stock at all times
* Define and determine the promotional strategies for product in the branch
* Manage Projects including quotations, supply and delivery
* Report to management on purchasing, on a regular basis, with an ability to use Excel and PowerPoint effectively, and analyse data to infer strategies for management
* Manage stock days and creditor days that are optimal for the company
* Required to visit branches and liaise with Branch managers
* May be required to travel overseas for fairs

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| **Qualifications, Skills and Knowledge:** |
| The job holder should ideally possess:   * A Diploma in Purchasing Management or CPA proficient * Must have B grade and above in KCSE or equivalent * Good reporting skills including the use of PowerPoint * Excellent knowledge in Excel * Good communication and interpersonal skills * Must be people centric, energetic and self-driven |
| **Experience:** |
| The ideal job holder should have:   * Minimum of 5 years experience in dealing with imports.   **How to apply:**  If you’re the person described above, please send your CV to [recruit@leeandmyles.co](mailto:recruit@leeandmyles.co) (the email is correct) clearly stating the job title in the subject line. Applications will close on 25th January 2021. Only shortlisted candidates will be considered.  **NB: The interviews will be on Zoom.** |