



Sishol Healthcare Solutions Limited is a registered healthcare supply chain company specializing in the supply of pharmaceutical products, non-pharmaceuticals, hospital equipment, and oxygen.

We are committed to delivering high-quality healthcare supply solutions to our clients and are looking for dedicated and enthusiastic individuals to join our team.

JOB TITLE: PROCUREMENT OFFICER

LOCATION: KISII

Job Summary

The officer will manage the end-to-end procurement process for sourcing and supplying healthcare supplies. The successful candidate will play a critical role in ensuring a reliable and efficient supply chain, supporting our mission to provide top-tier healthcare solutions.

Key Responsibilities

1. Identify, evaluate, and engage suppliers that meet the company's quality, cost, and delivery standards.
2. Negotiate favorable terms with suppliers, including pricing, delivery schedules, and payment conditions.
3. Maintain and manage supplier relationships to ensure continuous supply chain efficiency and resolve any issues.
4. Collaborate with the sales and distribution teams to understand client needs and ensure the availability of necessary supplies.
5. Coordinate with suppliers to ensure timely and accurate delivery of products to meet client demands.
6. Monitor inventory levels to balance the need for sufficient stock with the goal of minimizing holding costs.
7. Implement inventory control measures to maintain accurate stock levels and minimize waste or loss.
8. Manage the tendering process for large-scale procurement, including drafting and issuing RFPs, evaluating bids, and negotiating contracts.
9. Ensure all contracts with suppliers and clients are properly documented and adhered to by both parties.
10. Ensure all procurement activities comply with relevant laws, regulations, and company policies.
11. Identify and mitigate risks related to the sourcing and supplying of healthcare products, including quality issues, supply chain disruptions, and legal compliance.



12. Monitor procurement and supply budgets to ensure expenditures are within approved limits and aligned with financial goals.
13. Maintain accurate and up-to-date records of all procurement and supply activities, including purchase orders, contracts, supplier performance, and client deliveries.
14. Prepare regular reports on procurement and supply chain performance, highlighting key metrics and areas for improvement.

Requirements

1. Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.
2. At least 2 years of experience in procurement and supply chain management, preferably in the healthcare sector.
3. Strong negotiation and vendor/client management skills.
4. Proficiency in procurement and supply chain software and ERP systems.
5. Knowledge of relevant procurement and supply regulations in the healthcare sector.
6. High levels of integrity and ethical standards.

Application Instructions

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to hr@sishol.co.ke on or before **15th September 2024**.
2. The email subject line **MUST** include the position title being applied e.g., **"PROCUREMENT OFFICER"**
3. Canvassing of any nature will lead to automatic disqualification.