



RAA LIMITED

Warehouse 1A, Ideal Ceramics Compound ICD Road, Nairobi Kenya.

PURCHASING ASSISTANT

Job Title: Purchasing Assistant

Position: 1

Company: RAA LIMITED Location:

MSA ROAD - Nairobi Job Type:

Full-time

About Us:

RAA LTD is one of the country's leading distributors, built on a strong foundation with talented people ready to serve you from FMCG to Pharmaceuticals. We are the first to set a footprint throughout the country covering all major towns. Our passion drives us, and our values empower us.

Job Summary:

We are seeking a detail-oriented Purchasing Assistant to join our team. Your main responsibility will be to order supplies and equipment in accordance with our company's needs.

This will involve researching new vendors, tracking deliveries, and maintaining accurate order records, including dates, invoices, and discounts. Familiarity with supply chain procedures and the ability to create and interpret cost analyses are important for this role.

Your goal will be to make cost-effective purchases while ensuring our inventory remains well-stocked.

Key Responsibilities:

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Prepare cost analyses
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition



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Qualifications:

- Proven experience as a Purchasing Assistant preferably in an FMCG or similar industry.
- Good understanding of supply chain procedures
- Advanced knowledge of MS Excel
- Knowledge of market research
- Solid organizational skills
- BSc in Logistics, Business Administration or relevant field
- Strong time management and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Professional and courteous attitude.

RAA LIMITED is an equal opportunity employer and is committed to creating an inclusive workplace that values diversity. We encourage applications from candidates of all backgrounds and experiences.

If this sounds like you please share your CV indicating the region as part of the subject to humanresource@raalimited.com on or before 15th January 2025

RAAA