

VACANCY

PROCUREMENT AND INVENTORY OFFICER

Synergy Clinics Hospital is a multi-specialty Level 4 private healthcare provider, widely trusted for its services. Located in Tom Mboya Estate in Kisumu, we are dedicated to ensuring healthcare is accessible, affordable, and delivered with compassion to both our local community and the broader public.

PROCUREMENT AND INVENTORY OFFICER

POSITION OVERVIEW

To manage and maintain the Hospital's inventory, ensuring that stock levels are accurate and adequate to meet the Hospital's operational needs. This involves overseeing the movement, storage, and tracking of inventory items, as well as monitoring and optimizing inventory management processes.

RESPONSIBILITIES AND DUTIES

Inventory Management

- Monitor and maintain optimal inventory levels to meet demand while minimizing overstock and understock situations.
- Conduct regular inventory counts and reconcile discrepancies.
- Develop and implement inventory control procedures and policies.
- Regularly assess inventory levels and anticipate supply needs based on usage trends and upcoming demands.

Procurement and Receiving

- Ensure Purchase Requests are made in a timely manner to prevent stock outs and overstock situations.
- Coordinate with Procurement Staff to ensure timely delivery of goods.
- Inspect and verify received goods for accuracy and quality, Shelf life, and Condition.
- Update inventory records upon receipt of new inventory items.
- Handle discrepancies, damages, or quality issues by coordinating with Procurement Staff and suppliers and the hospital's quality control department

Stock Maintenance

- Ensure Optimum stock levels for the efficient operation of the hospital
- Receives correct goods in the right quantity and quality as per the purchase order physically
- Ensures that storage orders for goods in the various hospital stores are followed.
- Ensure the cleanliness and neatness of the storage areas.
- Keep team members and department heads informed by providing relevant information, reports, or

status updates on inventory

- Protect stock items against loss or damage, ensuring store security

Stock Rotation and Expiry Management

- Monitor expiration dates and manage the removal or disposal of expired items according to hospital policies and regulations.
- Implement a "first-in, first-out" (FIFO) and "First Expiry First Out" (FEFO) approach to manage inventory and reduce the risk of items expiring.

Inventory count and Reporting

- Monthly or quarterly inventory counts done.
- Participate in the year end stock count.
- Ensure that actual stock count is reconciling with the inventory physical records and the system.
- Generate regular inventory reports to provide insights into stock levels, turnover rates, and trends.
- Analyze data to identify areas for improvement and cost reduction.

Minimum Requirements:

- Diploma in Supply chain Management, Procurement and/or Logistics or any other related field from a recognized institution.
- Experience working in healthcare industry is an added advantage

Skills:

- Exceptional interpersonal, Excellent verbal and written communication skills
- Strong problem-solving skills and ability to work with numbers
- Leadership acumen/leadership strength
- Adaptable to different situations and environments
- Attention to detail
- Strategic vision / comprehensive understanding of businesses and organizational needs

Interested and qualified candidates in the above position are encouraged to apply by sending your CV and credentials to email coo.synergyclinics@gmail.com on or before 23rd August 2024