

EMPLOYMENT OPPORTUNITY

PROCUREMENT ASSISTANT (FOOD & BEVERAGE)



POSITION TITLE:	PROCUREMENT ASSISTANT (FOOD & BEVERAGE)
DEPARTMENT:	OPERATIONS
REPORTS TO:	PROCUREMENT COORDINATOR (FOOD & BEVERAGE / DRY GOODS)
LOCATION:	NAIROBI, KENYA

WHY THIS JOB EXISTS

The Procurement Assistant (Food & Beverage) will support our procurement function across our camps and lodges. This role plays a key part in ensuring timely sourcing, accurate documentation, cost control, and smooth coordination between suppliers and operational teams.

ROLES AND RESPONSIBILITIES

Deliverables

- Raise and track purchase orders in line with approved requisitions and operational needs.
- Follow up with suppliers to ensure timely and complete deliveries.
- Support monitoring of pricing, supplier performance, and product quality
- Verify supplier invoices against purchase orders and delivery notes.
- Assist with stock reconciliations, reporting, and discrepancy investigations.
- Maintain accurate records, product lists, and pricing in the system.
- Support coordination with chefs, camp/lodge managers, and F&B teams to meet operational requirements.
- Ensure compliance with procurement procedures, company policies, and food safety standards

QUALIFICATIONS & EXPERIENCE

- Certificate or Diploma in Food & Beverage Service, Hospitality Management, or related field
- 1–3 years' experience in food & beverage, hospitality, or procurement
- Basic food safety or hygiene training is an added advantage.
- Strong organisational and administrative skills
- High attention to detail and ability to manage multiple tasks.
- Good communication and stakeholder management skills
- Proficiency in Microsoft Office

HOW TO APPLY

Interested candidates are invited to submit their applications to:

opportunities.kenya@greatplainsconservation.com. The deadline for applications is **13th April 2026**

A complete application must include:

- A cover letter outlining your interest and suitability for the role.
- A detailed CV highlighting relevant experience and qualifications.

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.