

EMPLOYMENT OPPORTUNITY

STORES AND LOGISTICS COORDINATOR



POSITION TITLE:	STORES AND LOGISTICS COORDINATOR
DEPARTMENT:	OPERATIONS
REPORTS TO:	PROCUREMENT AND SUPPLY CHAIN MANAGER
LOCATION:	NAIROBI, KENYA

WHY THIS JOB EXISTS

The Stores and Logistics Coordinator will oversee our stores operations, inventory management, and logistical support across the Nairobi support office and our camps/lodges. This role ensures smooth movement of goods, efficient use of company vehicles, and strong collaboration with the procurement team.

ROLES AND RESPONSIBILITIES

Deliverables

- Lead and supervise the stores and logistics team, fostering accountability, safety, and teamwork.
- Oversee receiving, storage, and distribution of goods, ensuring accurate inventory management.
- Coordinate transportation of supplies to camps and lodges, including company vehicles
- Support logistical planning for procurement and operational needs
- Maintain accurate stock and vehicle records and report discrepancies or improvement opportunities.
- Ensure compliance with company policies, safety standards, and reporting requirements.
- Communicate effectively with internal teams to plan deliveries, pickups, and other logistics activities

QUALIFICATIONS & EXPERIENCE

- Degree in Logistics, Supply Chain Management, or a related field
- Professional certifications such as CPSP-K or CIPS are an advantage.
- Membership with KISM and practicing license preferred.
- 3–5 years' experience in stores, logistics, or supply chain operations, preferably in hospitality or remote camp environments
- Strong leadership and team management skills
- Excellent organizational, problem-solving, and communication skills
- High attention to detail, safety awareness, and commitment to efficiency
- Proficiency in Microsoft Office; familiarity with inventory or fleet management software is a plus.
- Valid driver's license preferred.

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.