
Job Location: Limuru

Position: Sourcing Back-office

Department: Sourcing

Reports To: Sourcing Team lead

Position: Commercial Lead

We have an exciting career opportunity for sourcing back-office personnel for our client (an agricultural value chain dealer) who is based in **Limuru** to support our sourcing team in ascertaining we acquire and deal the right quality and quantity of products for our business to support our mission for being the best agricultural dealer in Kenya.

Role Purpose

As the Sourcing Back Office, you will play a vital role in ensuring the reliable and efficient procurement of high-quality produce from local farmers, suppliers, and markets. You will be responsible for sourcing, negotiating price, and managing the supply chain to meet the company's demand for fresh fruits, vegetables, and other products. Your expertise and strategic thinking will contribute to maintaining a competitive edge in the market while upholding our commitment to quality and sustainability.

Main Responsibilities

- Continuously evaluate and explore new sourcing opportunities with farmers and suppliers to optimize costs, reduce lead times, and enhance product quality.
- Work with Aggregators and lead farmers using data to organize delivery schedules of produce to the packhouse.
- Collaborate with existing farmers and suppliers to negotiate pricing, payment terms, and delivery schedules, ensuring competitive rates and consistent supply.
- Build and maintain partnerships with farmers and suppliers, addressing any issues or concerns and providing updates on query resolution within the stipulated turnaround time.
- Monitor supplier compliance with quality standards and ethical practices, promoting sustainable sourcing and responsible farming practices.
- Monitor market trends on pricing, seasonal variations, and customer preferences to forecast demand and ensure optimal inventory levels.
- Coordinate with internal stakeholders, including warehouse and logistics teams, to manage stock levels, minimize wastage, and maintain product freshness.
- Monitor client ordering patterns and produce inventory levels to ensure there is no secondary wastage as a result

of over-sourced produce.

- Optimal use of the sourcing platform for sourcing activities and utilising data trends reports for efficient produce procurement.
- Any other additional responsibilities that may be assigned to you by your line manager.

Job Requirement

- Bachelor's degree in Business Administration, Supply Chain Management, Agriculture, or a related field.

Relevant certifications are a plus.

- Proven experience in sourcing, procurement, or supply chain management, preferably in the fruit and vegetable industry or food distribution.
- In-depth knowledge of local produce markets, suppliers, and farming practices.
- Strong negotiation, communication, and relationship-building skills.
- Analytical mindset with the ability to analyze market data, pricing trends, and supplier performance.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Familiarity with quality assurance and food safety standards.
- Proficiency in using Microsoft Office Suite