**Job Title: Supply Chain Assistant**

**Location:** Nairobi

**Job Type:** Contract

**Salary:** Competitive

**AboutUs:**
Global Against Hunger is a non-profit making Community Based Organization (CBO) based in Nairobi with main focus in community development and equality. We are seeking a dedicated and proactive Field Officer to join our team and support our initiatives in areas such as community development, environmental conservation among others.

**Key Responsibilities:**

* Assist in managing inventory levels and monitoring stock movements.
* Coordinate with suppliers to ensure timely delivery of goods and materials.
* Support the procurement process by preparing purchase orders and processing invoices.
* Maintain accurate records of supply chain activities and data entry into ERP systems.
* Collaborate with various departments to ensure efficient supply chain operations.
* Analyze supply chain performance and help identify areas for improvement.
* Assist in resolving any supply chain-related issues as they arise.

 **Qualifications:**

* Diploma in Supply Chain Management, Business Administration, or related field.
* Previous experience in supply chain or logistics (preferred but not mandatory).
* Strong analytical skills and attention to detail.
* Proficient in Microsoft Excel and other relevant software tools.
* Excellent communication and problem-solving abilities.
* Ability to work independently and as part of a team.

 **What We Offer:**

* Competitive salary and benefits package.
* Opportunities for professional development and training.
* A supportive and collaborative work environment.

**How to Apply:**
Interested candidates should send their resume and a cover letter to hr@gahke.org by 13th January 2025

**Global Against Hunger is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.**