



## JOB VACANCY

Mater Misericordiae Hospital, a leading healthcare provider in East and Central Africa, has an excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate, and Christ-centred healthcare services to our clients through an innovative, engaged, and competent workforce.

### INVENTORY ANALYST

The position reports to the Procurement and Stores Manager and is responsible for ensuring the effective management, analysis, and optimization of medical supplies, pharmaceuticals, and equipment inventory across the hospital to support uninterrupted clinical and operational services.

#### Main Duties

- Oversee, monitor, and analyze inventory levels for medical, catering, and general hospital supplies.
- Maintain accurate records of stock levels, reorder points, and usage trends using inventory systems (e.g. ERP)
- Monitors and coordinates efficiency on store personnel managing goods received at the points of collection, storage, and dispatch to ensure ethical professionalism as per procedures.
- Coordinate with clinical departments to forecast demand and plan inventory accordingly.
- Identify and address stock discrepancies, stockouts, overstocking, and expiries.
- Assist in implementing inventory control policies and best practices to minimize waste and losses.
- Generate regular inventory reports for Management and Clinical teams.
- Conduct periodic physical counts and reconcile with system records.
- Work closely with the purchasing team, suppliers, and user departments to ensure timely ordering and replenishment.
- Participate in audits and ensure compliance with hospital policies and regulatory standards.
- Support the introduction of automation, barcoding, RFID systems, or any related systems to streamline inventory tracking.
- Ensuring prompt recording and resolution of customer and supplier concerns/complaints.
- Working with clear quality objectives and practices to plan daily tasks/targets and assign responsibilities to staff in the Inventory Section.
- Puts in place measures in place to prevent theft and pilferage of stock.
- Control spending and build a culture of long-term saving on stock acquisition & warehousing costs.
- Any other duty as may be assigned from time to time

#### QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Supply Chain Management, Procurement, Statistics, or related field.
- Five (5) years of progressive working experience with a minimum of 2–3 years of experience in inventory or supply chain management, preferably in a healthcare or hospital environment.
- Proficiency in inventory management software and Microsoft Excel.
- Strong analytical and problem-solving skills.
- Knowledge of medical and pharmaceutical products is an added advantage
- Attention to detail and accuracy, and strong organizational skills
- Excellent communication skills and teamwork
- Ability to work under pressure and meet deadlines
- Ethical and professional conduct
- Financial acumen - Understanding of basic financial concepts, interpretation of financial data, application of financial data for decision making, planning, and cost reduction.

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, and three [3] referees and include their telephone contacts and email address to [hrrecruit@materkenya.com](mailto:hrrecruit@materkenya.com) to reach us not later than **10<sup>th</sup> June 2025**.

Quote the title when applying. Only shortlisted candidates will be contacted.