JOB VACANCY

INVENTORY OFFICER

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. The successful candidate will fill in the above position:

Main Duties:

- Ordering surgical and pharmaceutical supplies as per scheduled guidelines.
- Overseeing inventory, replenishing stock, and optimizing stock levels.
- Carrying out periodic inventory counts and ensuring the correctness of stock levels.
- Providing reports of the periodic inventories done and participating in stock take exercises.
- Receiving the materials supplied by the vendor as per the requisition.
- Checking the materials thoroughly for quality, quantity, specification condition, condition, and expiry date.
- Delivering invoices of the materials received from vendors to the Accounts department for payment.
- Following up on stock-outs with procurement and escalating as needed.
- Monitoring fridge temperatures, chart daily temperatures, and report inconsistencies.
- Take appropriate action for care and preservation of the materials, and report any breakages and/or expiries.
- Ensuring safety precautions and measures are observed for the safety of personnel and materials at the store.
- Categorizing the materials in different product lines and stock in the appropriate locations.
- Issuing, monitoring, and recording surgical and pharmaceutical materials for use in theatres.
- Monitoring expiries, breakages, and stock movements.
- Maintaining accurate stock records and filing stock documents.
- Any other related duties assigned from time to time.

Required Qualifications for the Position

- Diploma in Procurement and Supply Chain Management.
- A minimum of three (3) years of relevant work experience, including at least one (1) year in a hospital setting within the surgical stores/division.

Skills and Competencies:

- Ability to analyze procurement parameters.
- Demonstrate high level of accuracy
- High level of Integrity.
- Effective verbal and written communication skills to report findings.

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, three [3] referees and include their telephone contacts and email address to **hrrecruit@materkenya.com** so as to reach us not later than **9th November 2026.**

Only shortlisted candidates will be contacted.
Please note we do not charge any fee at any stage of our recruitment.