Job Description – Procurement, Accounts & Projects Officer

Edson Conveyors Limited · www.edson.co.ke · info@edson.co.ke · +254 700 616 047

Position summary

Item	Detail
Job title	Procurement, Accounts & Projects Officer
Company	Edson Conveyors Ltd
Location	Centenary House, Westlands, Nairobi, with travel to project sites
Reports to	Director
Employment type	Full-time, permanent
Application deadline	Thursday, 3 December 2026

Role purpose

Edson Conveyors Ltd is seeking a hands-on officer to run its procurement and tendering, keep its accounts up to date on the company ERP, and manage projects from award to completion. The role holder will make sure management gets accurate reports on time and that every project is followed up to closure. They will work with minimum supervision.

Key responsibilities

Procurement and tenders

- Identify and track public and private tender opportunities, including those on the Kenya e-GP (PPIP) portal.
- Prepare complete, compliant bid documents, including technical and financial proposals, pricing schedules and mandatory forms.

- Ensure bids comply with the Public Procurement and Asset Disposal Act, 2015 and its regulations.
- Keep company compliance documents current: tax compliance, registration certificates, NCA and EPRA licences, and similar.
- Source suppliers, request quotations, raise purchase orders and negotiate prices and delivery terms.
- Maintain a supplier register and evaluate supplier performance.

Accounts and ERP

- Record all financial transactions on the company ERP promptly and accurately, including invoices, receipts, payments and expenses, with supporting documents attached.
- Maintain cashbooks, including bank and M-PESA, and perform monthly reconciliations.
- Prepare and follow up customer invoices and manage supplier payments.
- Support statutory compliance, including KRA eTIMS invoicing, VAT, withholding tax and PAYE filings.
- Track project costs against budgets in the ERP.

Project management

- Plan and coordinate projects from contract award to handover, including schedules, materials, labour and subcontractors.
- Act as a point of contact for clients on project progress, variations and documentation.
- Follow up on site progress, deliveries, inspections, completion certificates and payments.
- Identify risks and delays early and propose solutions.

Reporting and administration

- Submit weekly project and procurement status reports, and monthly financial reports, within agreed deadlines.
- Prepare ad-hoc reports requested by management within the required timelines.
- Maintain organised physical and digital records of contracts, tenders and correspondence.
- Handle general office administration as assigned.

Qualifications and experience

Required

- Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Accounting, Engineering or a related field.
- At least 3 years' experience in procurement, tendering or project coordination, preferably in an engineering, electrical or construction firm.
- Proven experience preparing and submitting tenders on the Kenya e-GP (PPIP) portal.
- Good working knowledge of the Public Procurement and Asset Disposal Act, 2015.
- Experience using an ERP or accounting system for day-to-day entries and reports.

Added advantage

- Membership of KISM (Kenya Institute of Supplies Management) or CIPS.
- CPA (Section 2 or above) or another accounting qualification.
- A project management certification, such as PMP or PRINCE2.
- Experience with government and private sector contracts.

Skills and attributes

- Strong organisation and time management, with a record of meeting reporting deadlines.
- Confident with computers: ERP systems, Microsoft Excel and Word, email and online portals; quick to learn new systems.
- Good numerical skills and attention to detail.
- Clear written and spoken English and Kiswahili, for bid documents, reports and client communication.
- Ability to work independently with minimum supervision and to manage several projects at once.
- High integrity in handling procurement and financial matters.
- Willingness to travel to project sites when required.

How to apply

Send the following to esongoroh@edson.co.ke by Thursday, 3 December 2026, with the subject line "Application – Procurement, Accounts & Projects Officer":

1. A cover letter stating your current and expected salary.
2. A detailed CV with the contacts of three professional referees.
3. Copies of academic and professional certificates and transcripts.
4. Examples of tenders you have prepared or projects you have managed, if available.

Only shortlisted candidates will be contacted. Edson Conveyors Ltd is an equal opportunity employer.