



Role: Purchasing Analyst – Kitchen, Bakery & Juice/Cuts

August 2026

Status: Open till 31st of August 2026

Greenspoon is Kenya's fastest growing online supermarket, delivering thousands of delicious, healthy, and fresh groceries directly to our customers' homes every day. We are building East Africa's largest online supermarket with exceptional service and quality at an every day price. We pride ourselves on offering the widest range of organic fruits and vegetables, freshly baked breads, quality meats, and much more! We delight you with everything that you love and everything that you need.

We deeply care about our customers, suppliers, employees, and the environment. We believe this is the reason we have grown 15x over the last four years. We embody our values, honesty, quality, and impact, every day. As a certified B Corp, we hold the highest global mark of sustainability, placing us in the same league as brands like Patagonia, Ben & Jerry's, and BrewDog. We are a sustainable enterprise that is also profitable. We are optimistic about the future and have strong confidence in our abilities. Our team is young, extremely talented, and driven to make an impact.

The Role

Our Private Label Team is growing quickly, the team is there to support our Bakery, Kitchen and Juice/Cuts. These teams produce all of Greenspoon's Private Label products that we make in house. We are looking for a detail oriented, driven and proactive Purchasing Analyst to manage raw material, packaging and equipment procurement, focusing solely on Private Label.

It will be your job to ensure our Private Label Team always has the right ingredients, packaging and equipment. Ensuring products are available at the right cost, at the right time, without compromising quality or driving up waste. It will also be crucial to review suppliers regularly and strive for the best quality at the right price.

Given the nature of a business operating in real time and the growth of Private Label, you will have a lot of questions and requests landing on your desk every day. You will

need to be able to plan and structure your time efficiently to ensure there are no gaps in supply, while also making time to improve systems and sourcing to help us scale.

What You Will Do

You will focus solely on the Private Label side of the business, and owning end to end supply chain management for this section:

- **Plan and execute daily purchasing** of raw materials, ingredients and packaging across our Bakery, Kitchen and Juice/Cuts production lines.
 - Analyse production schedules and demand forecasts across all three units to determine purchasing needs and avoid stockouts or overstocking.
 - Coordinate with the Bakery, Kitchen and Juice/Cuts production teams to ensure timely delivery aligned to production schedules.
- **Source and evaluate suppliers** for quality, reliability, and cost-competitiveness; support supplier onboarding and contracts.
- **Continuously review our supply** base vs the market to benchmark options and strive for the best quality at the best price, renegotiating terms where needed.
- **Negotiate pricing and terms with suppliers**, tracking cost trends and flagging risks or savings opportunities.
- **Manage procurement of production equipment**, working with the relevant teams to plan replacements and upgrades and minimize downtime.
- **Monitor stock levels** and shelf life of raw materials, minimizing waste and spoilage.
- **Maintain accurate purchasing records**, cost sheets, and supplier performance data.
- **Work closely with the Finance Team to reconcile purchase orders and invoices**, work within and create systems to optimise this.
- **Ad-hoc purchasing of equipment** and other miscellaneous supplies needed for the Private Label Team.

What You Will Learn

- How the fastest growing department within the fastest growing grocery business in Kenya operates and grows.
- How to run end-to-end procurement across multiple food production lines – from raw ingredients to packaging and equipment.
- Practical supply chain and demand planning skills in a fast-growing FMCG/food production environment.
- Supplier sourcing, negotiation, and contract management for a private label brand.

- How costing, margins, and purchasing decisions connect to overall category and business performance.
- What it takes to scale an in-house manufacturing operation (Bakery, Kitchen, Juice/Cuts) from the ground up.

We will provide you with training and on the job coaching. The contract is initially for one year, and if successful we will offer you a permanent role in the team that best matches your strengths, with a clear path to grow with the Private Label Team or the wider business.

Candidates Should Possess the Following Traits

- **Highly organised and detail-oriented** – nothing slips through the cracks, even when juggling multiple production lines at once.
- **Proactive and self-driven** – spots gaps in supply before they become problems, rather than waiting to be told.
- **Comfortable operating in real time** – able to prioritise and re-prioritise quickly as daily requests and urgent needs land on your desk.
- **Strong negotiator with a commercial mindset** – always looking for the best quality at the best price.
- **Analytical and numbers-driven** – comfortable working with cost sheets, forecasts, and purchasing data to make decisions.
- **Clear communicator** – coordinates smoothly across Bakery, Kitchen, Juice/Cuts, and Finance teams.
- **Resilient and adaptable** – thrives in a fast-paced, high-growth environment where processes are still being built.
- **Process-minded** – naturally looks to improve systems and sourcing, not just keep the lights on.
- **Trustworthy and accountable** – takes ownership of supply outcomes across the Private Label range.

Qualifications

- Bachelor's degree in supply chain, procurement, business administration, or a related field.
- 2-4 years' experience in purchasing, procurement, or supply chain – ideally within food production, FMCG, or hospitality.
- Solid understanding of food ingredient sourcing, shelf life, and quality standards.
- Strong Google Sheets skills and experience with inventory management systems. Claude/ Claude Code experience is a plus.
- Proven track record of supplier negotiation and contract management.
- Experience working cross-functionally with production, data and finance teams.

- Comfortable managing multiple priorities and deadlines in a fast-paced, high-growth environment.
- Excellent written and verbal communication skills.

We are an equal opportunity employer and therefore invite everyone to apply. Applicants should apply using the link below. If successful, applicants will be invited to interview.

Please apply here: [Greenspoon Applications](#)