

# JOB DESCRIPTION

<b>COMPANY NAME</b>	Biocorn Products (EPZ) Ltd
<b>NAME</b>	
<b>DEPARTMENT</b>	Planning
<b>SECTION</b>	Cob Procurement
<b>JOB TITLE</b>	Internship
<b>GRADE</b>	
<b>REPORTING LINE / HOD</b>	Inputs Planner
<b>LOCATION</b>	Eldoret, Kenya
<b>POSITIONS REPORTING DIRECTLY TO THIS ROLE</b>	NIL
<b>TYPE OF POSITION</b>	<p><b>FULL-TIME CONTRACTOR</b></p> <p><b>PART-TIME INTERN</b></p>

## JOB RESPONSIBILITIES

- ✓ Manage supplier engagement via the call center (both inbound and outbound calling).
- ✓ Develop and deploy SMS campaigns to suppliers and potential suppliers.
- ✓ Contribute to the safe work environment through promoting a safe workplace culture and raising awareness to reduce the number of incidents and injuries at the depots.

## JOB DUTIES

- ✓ Plan and forecast availability of corncobs in selected locations.
- ✓ Manage external stakeholder engagement and coordination.
- ✓ Data analysis using excel spreadsheets for report generation, modelling and data crunching.
- ✓ Assist in recruitment of new registrants from depot locations and collection centres.
- ✓ Assist in day to day administration duties at both the depot and call centre.
- ✓ Arrange regular meeting with farmers and agents at various locations to maintain strong relationship and sensitize them on the benefits of supplying cobs to BCPL.
- ✓ Ensure adherence to legal and company policies and procedures.
- ✓ Assist to identify and map out potential new depots and collection centers.
- ✓ Build strong rapport with farmers and agents to achieve consistent supply of high quality corn-cob on win-win basis.
- ✓ Assist in the preparation of reports on corncob quantities at the depots and collection centers.
- ✓ Keep good reporting channel to avoid confusion and misunderstanding.

## KEY PERFORMANCE AREA

- ✓ Minimum harm to people, environment, assets and reputation (PEAR).
- ✓ Manage external stakeholder engagement and coordination.
- ✓ Data analysis using excel spreadsheets for report generation, modelling and data crunching.
- ✓ Compliance to company procurement policy & procedure.