



Join the
best team for
the solar
revolution
NOW!

Best solar, best life.

mobisol

Mobisol is one of the world's leading companies for Solar Home Systems with approximately 700 passionate employees, delivering a clean and affordable alternative to fossil fuels for low-income households living without access to reliable energy. Our dedicated product line combines solar energy with innovative mobile technology and accessible micro-financing. Having successfully installed more than 90,000 solar home systems in Tanzania, Kenya and Rwanda, Mobisol is now moving into business at a larger scale. Please read more about Mobisol at www.plugintheworld.com.

To support our team in Nairobi, Kenya, Mobisol is looking for an

Operations Support Officer (m/f)

With a strong background in logistics planning and stock management

As Operations Support Officer you will be responsible for monitoring the logistics-related data across the departments Logistics, Service Network and our Mobisol Shops. Using the internal Mobisol database (DB) you will maintain and improve stock data on a national level. In addition, you will be supporting the Logistics department in coordinating shipments to and from warehouse in Naivasha. With a direct reporting line to the Head of Logistics you will play a key role when it comes to stock reporting and logistics planning.

YOUR TASKS

- **Close monitoring** of data accuracy for all supply chain data (inventory figures, products and item movements) in the DB, including stocks of contractors and Mobisol Shops
- **Follow-up** on the coordination of comprehensive physical stock takings in collaboration with the Logistics Team Leaders and Shop Operators
- Being the **communication interface** between Controlling and Finance
- **Supporting the Finance team** when preparing the consolidated monthly stock report
- Acting as **point of contact for "special packages"** and incoming small shipments from suppliers or Mobisol China/Berlin and **ensuring these packages are delivered** safely
- Overseeing maintenance related tasks

OUR REQUIREMENTS

- Bachelor's degree in **Electrical Engineering** or Diploma in Electrical Engineering preferred
- At least **three years of working experience**, ideally including work with (senior) management
- **Strong analytical skills** and attention to detail
- **Reliable team player** with very good communication skills and a can-do attitude
- **Very good computer skills (MS Office)**; experience with using databases is a plus
- **Well-organized self-starter** with a passion for Mobisol and its mission to plug in the world
- **Fully fluent in Kiswahili and English**
- **Willingness to travel** nationally across Kenya

YOUR PERSPECTIVE

The position offers you the chance to contribute to the growth of a global player in the off-grid energy market with strong commitment to product-quality, design, user friendliness and environmental sustainability. You will be part of an outstanding international, highly motivated team.

If you feel intrigued by this challenging opportunity please send your application (letter of motivation – stand out!, CV, references) with the subject line "**Operations Support Officer**" to KEjobs@plugintheworld.com.

As an **equal opportunity employer**, Mobisol offers all of its employees and applicants **equal opportunity** irrespective of race, ethnic origin, sexual identity and disability, religion or beliefs.