



USA, Bureau	Quartier-Morin	Port-au-Prince, Dépôt
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Quartier Morin, May 22<sup>th</sup> 2026

# **JOB ANNOUNCEMENT**

**(INTERNAL/EXTERNAL)**

MEDS AND FOOD FOR KIDS wishes to recruit one (1) *inventory coordinator* to join its team.

## **ROLE OVERVIEW**

The Inventory Coordinator is responsible for ensuring the accuracy, control, and traceability of all raw materials and packaging materials within the facility.

The role focuses on inventory tracking, reconciliation, and control to ensure reliable stock information and support production operations.

## **KEY RESPONSIBILITIES**

- Maintain accurate inventory records and track all stock movements (receipts, issues, adjustments).
- Verify all incoming materials against purchase orders and supporting documentation.
- Conduct regular physical inventory counts and reconcile discrepancies with recorded data.
- Investigate inventory discrepancies and report findings to the Supply Chain Manager.
- Monitor stock levels and alert the Supply Chain Manager on shortages, discrepancies, and risks.
- Ensure proper documentation and traceability of all inventory transactions.
- Coordinate with the Warehouse Supervisor to ensure alignment between physical stock and recorded inventory.

- Ensure timely and accurate issuance of materials to production based on approved requests.
- Maintain and update inventory tracking tools in Excel, including stock levels, movements, and discrepancies.
- Ensure proper identification, segregation, and control of non-conforming materials in coordination with the Quality team.
- Liaise with Production, Quality, Maintenance, and Facilities to ensure smooth operational flow.
- Support inventory reconciliation processes with the Haiti Accounting department.
- Ensure compliance with ISO 22000 and FSSC 22000 requirements related to traceability and stock control.
- Ensure inventory control processes support the requirements of a manufacturing production environment.

## **QUALIFICATIONS**

### **Education & Experience :**

- Diploma (2-year technical degree) or License (4-year degree) in Logistics, Business Administration, Commerce, or related field
- Minimum:
  - 5 years of relevant experience with a Diplôme, or
  - 3 years of relevant experience with a License
- Strong experience in warehouse operations within a manufacturing or industrial environment (required)
- Experience in food manufacturing or a regulated production environment is a strong advantage
- Proven experience supervising or working closely with operational teams

### **Technical Requirements**

- Strong experience in inventory management and stock control
- Strong understanding of warehouse operations and logistics
- Strong working knowledge of Excel (data tracking, tables, basic analysis, charts)

### **CORE COMPETENCIES**

- Strong attention to detail and accuracy
- Organizational discipline and process control
- Strong coordination with operational teams
- Problem-solving and responsiveness
- Ability to work under pressure in a production environment

### **TO APPLY**

- A cover letter for the mentioned position
- A resume with at least two references.
- Attestations and certificates obtained

Interested candidates are invited to send their complete application to the following addresses: [hrm@mfkhaiti.org](mailto:hrm@mfkhaiti.org) and [recruitment@mfkhaiti.org](mailto:recruitment@mfkhaiti.org) with the subject: "**Application\_Procurement Coordinator**" or to submit their complete application to the MFK office by June 5<sup>th</sup>, 2026, at 2:00 pm.

**\*\*\*Only selected candidates will be contacted.**