



USA, Bureau	Quartier-Morin	Port-au-Prince, Dépôt
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Quartier Morin, May 22th 2026

JOB ANNOUNCEMENT

(INTERNAL/EXTERNAL)

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

ROLE OVERVIEW

The Procurement Coordinator is responsible for executing procurement activities to ensure the timely sourcing of raw and packaging materials to support production.

The role focuses on supplier follow-up, purchase order execution, and documentation under the direct supervision of the Supply Chain Manager, ensuring that materials are delivered on time, in the right quantity, and in compliance with specifications.

KEY RESPONSIBILITIES

- Prepare and issue purchase orders based on requirements provided by the Supply Chain Manager.
- Follow up with suppliers to ensure timely confirmation, production, and shipment of orders.
- Maintain regular communication with suppliers regarding order status, timelines, and documentation.
- Track orders from placement to shipment and report progress, delays, and risks to the Supply Chain Manager.

- Prepare and organize all procurement and payment-related documentation and provide it to the Supply Chain Manager for validation and coordination with Accounting and the Saint Louis office.
- Support shipping coordination by ensuring all required documents are prepared and shared with suppliers and freight forwarders.
- Ensure all procurement activities are conducted with approved suppliers in line with the Approved Supplier List (ASL).
- Maintain complete and organized procurement documentation (quotations, purchase orders, confirmations, invoices).
- Liaise with Production, Quality, Maintenance, and Facilities to ensure alignment on material requirements and priorities.
- Report on supplier performance issues, delays, and risks to the Supply Chain Manager for escalation.
- Maintain and update procurement tracking tools in Excel, including order status, supplier follow-up, and delivery timelines.
- Support compliance with ISO 22000 and FSSC 22000 requirements related to supplier documentation and traceability.
- Ensure procurement activities are aligned with the operational requirements of a manufacturing environment.

QUALIFICATIONS

Education & Experience :

- Diploma (2-year technical degree) or License (4-year degree) in Business Administration, Accounting, 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 procurement within a manufacturing or industrial environment (required)
- Experience in food manufacturing or a regulated production environment is a strong advantage.

Technical Requirements

- Proven experience in purchasing or procurement
- Fluency in English (required)
- Ability to drive manual transmission vehicles
- Strong negotiation and supplier management skills
- Strong working knowledge of Excel (data tracking, tables, basic analysis, charts)

CORE COMPETENCIES

- Strong execution and follow-up discipline
- Attention to detail and documentation control
- Strong communication with suppliers and internal teams
- Ability to manage multiple priorities and deadlines
- Problem-solving and proactive escalation

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 and recruitment@mfkhaiti.org with the subject: "***Application_Procurement Coordinator***" or to submit their complete application to the MFK office by June 5th, 2026, at 2:00 pm.

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