



Procurement and Inventory Officer

Project Medishare for Haiti (PM) is a nonprofit organization that empowers Haitians to provide and receive access to quality healthcare. We share our knowledge and resources with local partners to improve health infrastructure and grow the skills of medical professionals. We work with communities, government institutions, local organizations and global medical professionals to enhance the quality of life of Haitian families by strengthening local healthcare capacity. We are looking for a dynamic, self-driven, and highly focused individual to join our Operations team as the Procurement and Inventory Officer. This is a full-time position based in Port-au-Prince with frequent travel to the Central Plateau required.

Primary Responsibilities

- Record and maintain database of all requisitions and purchases
- Strictly enforce protocol for the procurement process
- Create and maintain good relationships with vendors/suppliers
- Maintain accurate records of purchases and pricing
- Estimate and establish cost parameters and use working knowledge of budget for purchases
- Develop plans for purchasing equipment, services and suppliers
- Maintain and update list of vendors and suppliers.
- Ensure that all requests are duly signed by authorized requestors
- Analyze proforma and make recommendations for purchase
- Prepare and submit all requisitions for signature with all proper documentation
- Update managers on the status of their requests
- Ensure tracking database is accurate and up-to-date at all times
- Manage and maintain procurement archive files
- Create and maintain inventory of all incoming and current supplies
- Ensure that all inventory files are accurate at all times
- Work in the field regularly to audit inventory and reinforce logistics procedures

Qualifications

- Minimum 2 years of related experience
- Knowledge and understanding of procurement process, policies, and systems.
- Ability to analyze and solve problems effectively and efficiently
- Excellent at time management while remaining detail-oriented
- Works well under pressure and can multitask
- A team player who works well with management and staff at all levels.
- Excels at adhering to deadlines while achieving desired results
- Excellent verbal and written communication skills
- Good computer skills (Microsoft Office, particularly Excel, and Google applications)

To apply, please submit a cover letter and resume to recruitment@projectmedishare.org by May 31, 2018. No phone calls please.