



Procurement Officer

Description

African Foodways Market Limited is seeking a dependable and detail-oriented Procurement Officer to support purchasing and supply coordination activities within our retail and distribution operations in Winnipeg. The successful candidate will assist with sourcing products, coordinating supplier relationships, monitoring purchasing needs, and supporting inventory and supply chain activities within the business.

This is a permanent full-time position located in Winnipeg, Manitoba.

Duties

Purchase general and specialized equipment, materials or services

- Assess requirements and develop specifications for purchases
- Consult suppliers and review quotations
- Coordinate supplier pricing and delivery arrangements
- Establish delivery schedules
- Maintain procurement records and documentation
- Contact clients and suppliers to resolve problems
- Analyze purchasing needs and inventory requirements
- Assist with sourcing specialty and imported

Closing Date

June 30, 2026

Categories

Business, Finance and Administration

Employer

AFRICAN FOODWAYS MARKET LIMITED

Location

St. Vital

Address

1A-282, ST. ANNES ROAD
Winnipeg, R2M 3A7

Job Type

Full-time

Education Level

High School

Wage

\$24.00 - \$24.00

food products

- Support purchasing and supply coordination activities within the business

Qualification

Secondary school diploma or equivalent experience

- 2 years to less than 3 years of related experience
- English language ability required
- Strong organizational and communication skills
- Ability to work efficiently in a fast-paced environment
- Good problem-solving and coordination abilities
- Experience sourcing specialty or imported food products is an asset
- Familiarity with international suppliers and procurement processes is an asset
- Experience working within retail, distribution, or specialty food environments is an asset

Email

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