

# VACANCY:STORES ASSISTANT (x2)

Tropik Wood Industries Limited (TWIL) owns and operates the largest sawmill, Fiji's only chip mill and is also an independent power producer, selling electricity into the national grid.

We are seeking to recruit experienced, highly motivated and dynamic persons for the following position based in Drasa, Lautoka:

## **Stores Assistant (x2)**

### **Responsibilities**

This will involve:

- Facilitate movement of inventory and materials across facilities.
- Sort, organize, and store inventory in proper and correct location.
- Inspect delivered items from all stakeholders and ensure quality is maintained.
- Report damaged or missing inventory to supervisors.
- Tend to the bowser as and when required and wear safety gear at all times.
- Invoicing, stock verification and stock reconciliation
- Physical verification of items post issue at respective departments or operations centre.
- Ensure work site is free of debris and remove safety hazards.
- Work as an active team member to complete team goals.
- Prepare documentation and inventory for audits.
- Any other duties/tasks as assigned by supervisor/manager.

### **Qualification & Experience**

The successful candidate must have the following prerequisites:

- Diploma in finance or inventory management.
- Good organization skills and attention to detail.
- Physically fit and able to work shift.
- Ability to work in a demanding work environment with professionalism.
- Good energy and positive attitude.

Excellent communication skills combined with the ability to work in a challenging environment is essential.

Applicants should write in by Friday, 26<sup>th</sup> November, 2021 with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy – Stores Assistant (x2)  
Manager Human Resources  
Tropik Wood Industries Limited

Private Mail Bag  
Drasa  
Lautoka

**Only shortlisted applicants will be contacted**

