

# VACANCY: RECEIVING OFFICER (X1)



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 an experienced, highly motivated and dynamic person for the **Receiving Officer** (X1) position which will be based in Drasa, Lautoka:

## Responsibilities

This will involve:

- Taking periodic inventories of materials and supplies.
- Ensure that all orders are filed properly.
- Ensure items are received as per order (quantity, brand, price).
- Ensuring that items received are in good, undamaged condition.
- Labels incoming orders with identifying number, quantity and description.
- Ensuring that orders from stock and items are delivered to various departments.
- Ensuring that orders contain the correct items/supplies numbers and quantity of items/supplies to match the invoice.
- Compile reports daily and provide it to respective managers for verifications.
- Ensure to carryout housekeeping, maintain OHS as per standards and adhere to company policy and procedures at all times.
- Taking appropriate action for any inconsistency between purchase orders and items received.
- Carry out any other duties within the scope of the position or as assigned by the immediate Manager or Supervisor.

## Qualification & Experience

The successful candidate must have the following prerequisites:

- Diploma in Business & Accounting.
- Have at least 3 years' experience in the similar field.
- Good mathematics knowledge and analytical skills.
- Excellent organizational skills and attention to detail.
- Good communication and interpersonal skills.
- Positive attitude and a team player.
- Flexible attitude towards working hours.
- 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, 20<sup>th</sup> May, 2022 with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy – Receiving Officer (x1)  
Manager Human Resources  
Tropik Wood Industries Limited  
Private Mail Bag  
Drasa  
Lautoka

**Only shortlisted applicants will be contacted**

