

VACANCY: TEAM LEADER - STORES (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 **Team Leader - Stores (X1)** position which will be based in Drasa, Lautoka:

Responsibilities

This will involve:

- Implementing systems and control measures within the stores operations.
- Developing SOP's.
- Recommending improvements and enhancements within the stores operations.
- Implementing new software tools within stores in line with latest technologies.
- Overall management of stores operations and providing weekly reports.
- Managing stores issues (sales) to contractors and other outside parties.
- Ensuring that stock items are strictly in line with re-order levels.
- Review of stock items to avoid issues of obsolete stock.
- Undertaking quarterly stocktakes with zero variances.
- To ensure comply with company policy and procedures and proper housekeeping and OHS standards are maintained.
- Carry out any other duties within the scope of the position or as assigned by the department Manager from time to time.

Qualification & Experience

The successful candidate must have the following prerequisites:

- Degree/Diploma level qualification in Accounting, Business Management or relevant field with minimum of 4 years of relevant experience in similar role.
- Able to work independently and meet deadlines.
- Demonstrated experience in a supervisory capacity will be an added advantage.
- In-depth knowledge of product and consumer trends, and marketing strategies.
- Proficient knowledge in Computer (inventory modules).
- Strong analytical skills.
- Positive attitude & good team player.
- Interpersonal and good communication skills (written and verbal).
- Creative problem-solving skills.

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

Applicants should write in by Friday, 10th November, 2023 with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy – Team Leader - Stores (x1)
Human Resources Department
Tropik Wood Industries Limited
Private Mail Bag
Drasa
Lautoka

Only shortlisted applicants will be contacted

