

VACANCY: ASSISTANT QUALITY CONTROL - AUDIT OFFICER



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 **Assistant Quality Control - Audit Officer** position which will be based in Drasa, Lautoka:

Responsibilities

This will involve:

- Assisting the Quality Control Audit officers ;
- Support to audit due diligence processes on timber packets;
- Support compliance monitoring on company procedures, ethical practices and general checks and balances;
- Support to identify and evaluate the adequacy of the system of internal controls and propose recommendations where necessary;
- Support compliance with regulatory and safety requirements;
- Efficiently identify errors, document it and immediately provide report to superiors.
- Ensuring that quality production requirements are met.
- 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:

- Certificate/Diploma in Forestry or Quality Management in relevant field of study or minimum of 3 years' experience in a similar role.
- Able to work independently with minimal supervision.
- Have a good technical, numeracy and analytical skills.
- Display strong attention to detail and accuracy.
- Flexible attitude toward working hours.

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

Applicants should write in by Friday, 16th February, 2024 with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy – Assistant Quality Control Audit Officer
Human Resources Department
Tropik Wood Industries Limited
Private Mail Bag
Drasa
Lautoka

Only shortlisted applicants will be contacted