

VACANCY: MANAGER PROJECTS



Tropik Wood Industries Limited (TWIL), a subsidiary of the Pine Group of Companies, 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, determined and reliable person for the role of Manager Projects. This position will be based in the mill complex at Drasa, Lautoka.

Responsibilities

This will involve:

- Leading projects from requirements definition through identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation;
- Coordinating internal and external resources to ensure that projects adhere to scope, schedule, and budget;
- Analyzing project status and, when necessary, revise the scope, schedule, or budget to ensure that project requirements can be met;
- Establishing and maintaining processes for managing scope during the project lifecycle, setting quality and performance standards and assessing risks;
- Providing project specification documentation for tender;
- Planning and designing preventative maintenance plans with the use of computer aided tools;
- Ensuring that the systems in place guarantee ongoing and robust maintenance works;
- Ensuring minimal to no downtimes;
- Exploring enhancements to present systems and processes to bring about efficiencies;
- Keeping proper and robust documentation on machines, suppliers, parts, drawings, warranties, history, etc. on all projects.

Qualification & Experience

- Degree level qualification in the engineering related field;
- 4 to 5 years' experience in similar role;
- Experience in management of large projects;
- Detailed knowledge in civil engineering works;
- Expertise in engineering drawings and drawing interpretation;
- Experience using MS project;
- Experience using computer-aided design (CAD) platforms;
- Experience using System Applications and Products (SAP) software;
- Personnel and project management skills;
- Expert-level knowledge of sector technology and processes;
- Strategic thinking;
- Leadership, teambuilding, and mentoring skills;
- Strong communication, interpersonal, and conflict resolution skills;
- Critical thinking and problem-solving skills;
- Attention to detail;
- Organizational, planning, and documentation skills;
- Ability to work on multiple projects in various stages simultaneously.

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

Applicants should write in by Friday, 19th April, 2024, with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy - Manager Projects

Human Resources Department
Tropik Wood Industries Limited
Private Mail Bag
Drasa
Lautoka

Only shortlisted applicants will be contacted