Position Description

Vacancy Title: EOI - Expression of Interest
Location: Wailekutu, Lami
Reports To: None

Objective

The Graduate Trainee is responsible for shadowing various staff members, participating in learning experiences, attending meetings and workshops, and traveling to other working environments to gain practical experience. The Graduate trainee reports to the respective mentors/managers at the allocated department and indirectly report to the Group Human Resources Manager at CJ Patel & Company Pte Ltd.

Outcomes

Organisational Stakeholders

1. Personal Development and Capacity Building

- Develop a wide range of practical work experience to broadly understand the business operations as per the training plan ensured
- Responsibilities and tasks carried out as per the training plan in a timely manner
  - Undertake fieldwork and work placements at different work sites as assigned
  - Information analysis and participation in on-the-job training
  - Participation in meetings, workshops and team-building events ensured.
  - Analysis of existing systems, operations and procedures and offering new ideas for improvement
  - Gathering as much information on the company and participating in on-the-job training wherever possible
  - Conduct research and assist the Manager or Supervisor wherever possible.
- Completion of work sheet to register experiences and lessons learnt
- Report compilation and presentations to other staff members as and when required
- Writing a test or submitting to some other form of evaluation at the end of the graduate program.

2. Team work & Collaboration ensured

- Bring positive energy into the company, and forming lasting professional relationships with staff.
- Maintain customer confidence and protecting operations by keeping financial/departmental information confidential.
- Coordinate activities with department staff and facilitate smooth running of the assigned department

3. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Adherence to Safety, Health and Environment on an on-going basis
  - Occupational Health & Safety systems promoted for zero workplace injury at all times
  - Assist in the identification and elimination of work place hazards on an on-going basis

4. Company values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
People	
Team Orientation	Work in a team towards a common aim.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance, Arts and Economics, Biology, Chemistry, Information Technology/Computing, Computer Studies/Information System, Software Engineering	GPA - 3 or above

Work Knowledge and Experience

Excellent communication skills in order to interact with the other employees in the company and learn new things.

Excellent ability to analyze and observe the functioning of various departments

Good management ability to manage time and coordinate it such that maximum can be learnt within the short stint in the company

Exceptional research abilities and a willingness to grow

Positive attitude and a growth mindset.

Great Organizational skills and time managements and be able to meet strict deadlines

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
External		
	Suppliers	
	Customers	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Imaginative	Generates ideas and images, showing creativity.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Online - Link or QR Code

Contact for Enquiries

Contact Name: Human Resources Department

Contact Email: careers@cjpatel.com.fj

Further Contact Information: --

Closing Date: 10 Jan 2027