

## Position Description

Vacancy Title: **General Manager**

Location: **Wailekutu - Lami**

Reports To: **Group General Manager Sales and Distribution (v 1.00)**

### Objective

The General Manager CJ Patel Pacific is accountable for the leadership, management and control of all activities within CJ Patel Pacific Pte Limited in accordance to the strategic direction of the CJ Patel Group and CJPL's commercial viability, product quality and people safety. This position reports to the Group General Manager - Sales & Distribution, CJ Patel Pte Limited.

### Outcomes

#### Organisational Stakeholders

##### 1. Strategically focused CJ Patel (Pacific) Limited

- Strategic plan for CJ Patel (Pacific) ensured on a three to five year rolling time frame
- Budgets prepared, monitored and managed at all times
- Financial reports for audit presented accurately and timely
- Agreed budget targets managed
- Corporate risk management planning ensured
- CJ Patel (Pacific) Ltd's corporate image monitored/ public relations managed at all times

##### 2. Distribution and Sales

- Product distribution optimized in trade at all times
- Relationships with local and multinational suppliers are developed and ensured
- Stakeholder management with key Government agencies and other relevant organisations maintained at all times
- Supply chain process ensured
  - Supplier expectations upheld and ensured at all times

##### 3. Warehouse and Logistics

- Logistics planning ensured
- Asset utilization maximized at all times
- Occupational Health and Safety (OHS) systems ensured at all times
- Quality service and organisational standards maintained at all times
  - ISO

##### 4. Finance

- Creditors & debtors report presented in an accurate and timely manner
- Financial reports (monthly, quarterly and annually) submitted to Management on an accurate and timely basis
- Financial audits (internal and external) complied on an accurate and timely basis

##### 5. Well informed management

- Timeliness, quality and accuracy of daily, weekly, monthly and quarterly reports to management ensured
  - Daily operational review and report presented timely and accurately
  - Daily operational data to the management is timely and accuracy of information maintained at all times
  - Weekly reports to Group General Manager Sales & Distribution
  - Quarterly management meetings
  - Key performance indicators on weekly basis are informed in time
- Monthly report to COO/CFO/CEO is accurate and supports decision making
- Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed in a timely manner

##### 6. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to all staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

##### 7. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

#### 8. CJ Patel (Pacific) Pte Limited's 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
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Business Administration	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Marketing and Management	

## Work Knowledge and Experience

- Track record as a strong leader and change manager
- Demonstrated experience in strategic planning and human capital management
- At least five years' plus experience in a Management role in a Marketing or Distributor type organisation
- Analytical thinking ability and proper communication skills
- Computer literate and good documentation skills

## Requirements

### Language Proficiency

- Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

Driver's License

### Other Required Requirements

No other required items found.

### Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	
	National Sales Manager	
	Chief Executive Officer	
<b>External</b>		
	Customers	
	Suppliers	
	Statutory Authorities	

### Attributes

#### Behavioural Styles

- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Innovative: Devises new and creative ways to do things comes up with original ideas.
- Achiever: Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Resilient: Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

#### Interpersonal Styles

- Team Oriented: Enjoys being with others as part of a group or team.
- Extrovert: Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
- Self-sufficient and assured: Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

#### Thinking Styles

- Holistic thinker: Considers issues/situations as a whole rather than analysing or dissecting the parts.
- Analytic: Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Decisive: Reaches conclusions, promptly and firmly.

### How To Apply

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### Contact for Enquiries

Contact Name: Human Resources Department

Contact Email: careers@cjpatel.com.fj

Further Contact Information: --

Closing Date: 25 Apr 2025