

Position Description

Vacancy Title: **Supervisor**

Location: **Suva**

Reports To: **None**

Objective

The Supervisor is responsible for overseeing the efficient operation of the warehouse and logistics functions at BNBM PNG's Suva Branch. This role ensures effective stock management, production and delivery planning, and alignment with business goals. Additionally, the Supervisor plays a key role in maintaining inventory accuracy, optimizing space and resources, and supporting both retail floor and wholesale distribution needs. The role reports to the Country Manager.

Outcomes

Organisational Stakeholders

1. Warehouse and Inventory Management

- Oversee the receipt, storage, and dispatch of hardware and home improvement products.
- Maintain accurate inventory records and ensure regular reconciliation to minimize discrepancies.
- Implement and manage inventory forecasting systems to support both retail and wholesale demand.
- Optimize warehouse layout and storage utilisation for safety, accessibility, and efficiency.

2. Production and Delivery Planning

- Coordinate production and delivery schedules to meet customer orders, retail replenishment, and export requirements.
- Ensure timely and accurate dispatch of goods, maintaining high standards of packing and presentation.
- Monitor and improve packing efficiency and reduce product return rates.

3. Operational Oversight

- Supervise daily warehouse operations in line with approved budgets and strategic objectives.
- Ensure compliance with operational standards for quality, timeliness, and accuracy.
- Uphold company branding standards in all product handling, packaging, and presentation.

4. Procurement and Purchasing

- Collaborate with procurement teams to ensure timely and cost-effective purchasing of materials and stock.
- Monitor stock levels and reorder points to prevent overstocking or stockouts.

5. Team Leadership and Compliance

- Lead, train, and support warehouse staff to ensure high performance and adherence to safety protocols.
- Ensure all warehouse activities comply with health and safety regulations and company policies.
- Assist in internal audits and continuous improvement initiatives.

6. Customer and Supplier Coordination

- Liaise with retail teams, wholesale clients, and suppliers to ensure smooth order fulfillment and stock availability.
- Support customer service by ensuring timely and accurate deliveries and handling returns efficiently.

7. BNBM PNG Values

- Collaborated with other teams for organizational benefit.
- Monitored and encouraged team members to uphold image and value standards.
- Uphold and demonstrated the organisation's image and values.

Responsibilities - Key Competencies

Competence	Description
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.
Communication	Exchange information through verbal communication
Customer	
Quality Focus	Deliver quality.

Competence	Description
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Business Administration, Operations Management, Manufacturing/Production/Logistics	
Desirable		
Diploma	Business Administration, Operations Management, Manufacturing/Production/Logistics	

Work Knowledge and Experience

Minimum of two years in a similar role and environment.

Proven experience in warehouse or logistics supervision, preferably in a hardware or retail environment.

Strong knowledge of inventory control systems and warehouse management software.

Excellent organisational, planning, and problem-solving skills.

Strong leadership and team management capabilities.

Proficiency in Microsoft Office and inventory systems (e.g., MYOB, SAP, or similar).

Understanding of WHS regulations and compliance standards.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Country Manager	
External		
	Customers	
	Suppliers	

Attributes

Behavioural Styles

Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.

Punctuality: Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Perceptive: Shows keen insight and understanding of issues or situations.

Team Oriented	Enjoys being with others as part of a group or team.
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Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Your application must include a cover letter and latest CV with 3 professional referees.

Contact for Enquiries

Contact Name: Salote Nasome

Contact Email: snasome@maxumise.com

Further Contact Information: --

Closing Date: 20 Jul 2025