

Position Description

Vacancy Title: **Storeman**

Location: **Suva**

Reports To: **None**

Objective

The Storeman & Driver will ensure the effective management of stock including but not limited to monitoring, recording and purchasing and will also undertake safe and efficient driving services for the office. S/He reports to the Coordinator Finance.

Outcomes

Organisational Stakeholders

1. Storeroom and administrative services ensured

- Accurate recording and maintaining of stock cards on a daily basis
- Control and custody of store items, ensuring that stock is readily available and accounted for
- Procurement process effectively managed
 - Liaise with contractors/vendors for the supplying of relevant stock
 - Sourcing quotes from vendors within stipulated timeframe
 - Recommendation of successful quotes provided
 - Issuance of LPOs ensured including reconciliation, invoice and delivery dockets
 - Discrepancies are identified promptly and reported to Manager Finance
 - All relevant invoices forwarded to Senior Accounts Officer for processing on a daily basis
- Materials and stock issued as per works order and record updated in Navision
- Acquittals for all purchases in relation to all general maintenance and development projects provided to Manager Finance before issuing subsequent LPOs
- Assistance provided in the maintenance of the asset register

2. Safe and efficient driving services provided

- Safe and prompt driving duties carried out for the Office
- Vehicle log book maintained
 - Regularly updated running sheet ensured
- Daily check and preparation of PRB vehicle for all transportation needs
- All vehicles serviced and cleaned on time
- Periodic vehicle repair and maintenance scheduled
- Ensure vehicle is passed for fitness and road worthiness annually through LTA
 - Updated third party policy
 - Vehicle insurance
- Accurate mileage book maintained

3. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

4. Organisation's image and value standards demonstrated and promoted

- 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	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Competence	Description
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Team Orientation	Work in a team towards a common aim.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Automotive, Business Administration	or relevant field
Desirable		
Diploma		

Work Knowledge and Experience

- Minimum work experience of 3 years in a similar role with more than 5 years of driving experience
- Demonstration of excellent customer service
- Experience in managing office/property environment and procurement
- Excellent interpersonal skills and ability to liaise with all stakeholders

Requirements

- Language Proficiency**
 - Excellent command of English
- Regulatory Compliance Requirements**
 - First Aid Certificate
 - Driver’s License
 - Police Clearance

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Coordinator Finance	
	Manager Finance & Board Secretary	
	Finance Unit	
External		
	Customers	
	Vendors and suppliers	
	Community	
	Relevant stakeholders	

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.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

Candidates are required to apply via link provided

Contact for Enquiries

Contact Name: Keshwin Lata

Contact Email: keshwinp@prb.com.fj

Further Contact Information: 3387787 ext 118

Closing Date: 04 Sep 2025