

Position Description

Vacancy Title: **Forklift Operator & Store-man**

Location: **Ranadi**

Reports To: **Stock Controller (v 4.00)**

Objective

This position directly liaises with the Stores and Procurement Department to deliver transportation and movement of stock, materials, consumables, spare parts and all other supplies to and from the point of delivery to the warehouse. Ensures all stores requests for goods & services are approved and processed before transportation and moving. Also provide handling support for appropriate supplies to and from the Stores and ensures all deliveries to and from Stores are safe, timely and cost-effective for an efficient and effective operation of the Stores. This role reports to the Stock Controller

Outcomes

Organisational Stakeholders

1. Operations Effectively Managed

Movement of goods and materials effectively achieved

- Load and unload materials from trucks, containers and other delivery mechanism using forklift
- Cargos loaded in containers and other delivery mechanism confirmed with source documents
- (invoice, packing list, delivery docket).
- Records of incoming and outgoing stock items updated and kept.
- Emptied containers are reported to Stock Controller, on a timely manner, to arrange back loading.
- Goods and other materials are packed and stored neatly in proper designated areas.
- All hazardous wastes are moved as directed by supervisor.
- Pack goods in the warehouse by hand when situation demands
- Damages, product defects and safety concerns identified are reported on a timely manner to supervisors and managers
- Move product from the warehouse to other units within the company either by using the forklift or by hand
- Stacking empty pallets and relocation of pallets
- Products or goods issued to customers as directed by the supervisor
- Participate in all month-end and year-end stock counts

2. Technical Expertise Demonstrated and Provided

Ability and skill in operating a forklift and maneuver heavy loads in tight spaces

- Always perform maintenance and routine check on all forklift equipment used
- Clean the workplace and keep the stock stored in accordance with the regulations or guidelines
- Meet tight deadlines in a proficient manner

3. Operationally Compliant Department

- Full compliance with all relevant legal, regulatory and statutory requirements relevant to Solomon Power maintained at all times.
- All critical deliverables complying with the mandatory laws and organisational policies and procedures are maintained.
- Always operate company vehicles including the forklift with a valid license.

4. Satisfied Customer through Quality Service Delivery

Effective delivery of the organisation's service quality commitments to internal and external stakeholders are maintained at all times

5. A Healthy, Safe and OHS Compliant Solomon Power

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbents supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Compliance with lawful direction given by Solomon Power with respect to health and safety matters under current Safety acts and regulations

6. Environmental Protection is Prioritized at all Times

- Ensure adherence to the requirements of the environmental systems
- Ensure compliance with specific environmental management procedures applicable to their work

7. Organizational Values Promoted and Demonstrated at all Times

- Values of Solomon Power upheld and practiced
- Good corporate governance practices maintained whilst delivering organisational outcomes
- Positive image of Solomon Power promoted and enhanced in business conduct.

Responsibilities - Key Competencies

Competence	Description
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Diploma in relevant field	F6/F5 or Certificate of Competency Level of Work Place Health & Safety Certificate

Work Knowledge and Experience

At least 3 years' experience in a similar role Familiar with warehouse instructions, practices and processes Able to read and understand the loading capacity of the machine and the workload (SWL), Safety Signage.etc Able to identify/asses risk and make recommendation.

Requirements

Regulatory Compliance Requirements

Driver's License
Police Clearance
Medical Clearance

Other Required Requirements

- Good physical condition required to lift heavy objects and work prolonged hours when required
- Possess team work attitude and ability
- Valid and clean license to operate forklifts - Certified under SIG traffic regulation by MID for such special task machines.

Interactions

Type	Interaction	Comments
Internal		
	Logistics, Procurement and Stores	
External		
	Suppliers	

Attributes

Behavioural Styles

Accepting/compliant	Shows a willingness to go along with things and a compliance with expectations.
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.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Realistic	Shows concern for facts and reality, rejecting the impractical.
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Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach

Certified Transcripts, Qualification Certificates and other relevant documents. Address Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Friday 17 October 2025.

Contact for Enquiries

Contact Name: Andrew Tausema

Contact Email: Andrew.Tausema@solomonpower.com.sb

Further Contact Information: --

Closing Date: 17 Oct 2025