

## Position Description

Vacancy Title: General Manager TWIL

Location: Lautoka

Reports To: Chief Executive Officer (v 1.00)

### Objective

The core objective for the General Manager of Tropik Wood Industries Limited (TWIL) is to strategically lead and operationally manage the company's extensive wood processing facilities, including the sawmill, woodchip mill and the co-generation power plant to maximize profitability, efficiency and resource utilization. This leadership role demands a sharp focus on transforming raw pine logs and other log species into high-quality, high-value woodchip and sawn timber products for domestic and international markets while strictly adhering to rigorous safety standards, sustainable practices (including FSC certification) and ensuring maximum shareholder value for the Fiji Pine Group.

### Outcomes

#### Organisational Stakeholders

##### 1. Strategic Leadership and Planning

- Developing Strategy: Formulating and implementing comprehensive business strategies to achieve company objectives and drive growth and profitability.
- Goal Setting: Setting long-term goals and objectives, ensuring all departments are aligned with the company's mission and market demands.
- Continuous Improvement: Fostering a culture of continuous improvement, implementing best manufacturing techniques to enhance operational excellence and reduce waste.
- Market Analysis: Keeping up-to-date with industry trends, market

##### 2. Operational Oversight and Production Management

- Overseeing Daily Operations: Managing all day-to-day sawmilling and manufacturing activities, from log procurement and sorting to drying, grading and shipping of finished products.
- Optimizing Efficiency: Ensuring efficient and cost-effective production processes by optimizing resource allocation (raw materials, manpower, machinery utilization).
- Production Planning: Managing production schedules and coordinating workflow across different departments to meet production targets and customer delivery expectations.
- Quality Control: Implementing and monitoring quality control measures to ensure all products meet high standards and customer specifications.

##### 3. Safety, Health, Environment, and Quality

- Ensuring Safety: Prioritizing and enforcing strict safety protocols and procedures to maintain a safe working environment and comply with all occupational health and safety regulations.
- Regulatory Compliance: Ensuring all operations adhere to relevant environmental regulations, industry standards and legal obligations.
- Environmental Stewardship: Implementing sustainable practices and waste management initiatives to minimize environmental impact.

##### 4. Financial and Resource Management

- Budgeting and Financial Planning: Developing, managing and monitoring budgets, forecasts, and capital expenditure proposals, with full responsibility for profit and loss (P&L) for TWIL.
- Cost Control: Analyzing financial data to identify areas for cost reduction and implementing measures to improve profitability.
- Inventory and Supply Chain Management: Overseeing the procurement and inventory of raw materials and finished goods and coordinating with suppliers and logistics providers to ensure a steady supply and timely delivery.
- Performance Analysis: Monitor key performance indicators (KPIs) and production data, generating reports for Executive Chairman/Group CEO and the Board to inform decision-making and adjust strategies.

##### 5. People Management and Stakeholder Relations

- Leadership and Team Building: Leading, mentoring and motivating a high-performing team of managers and staff, fostering a positive work environment and resolving conflicts.
- Staff Development: Overseeing recruitment, training and performance evaluations, ensuring the team has the necessary skills and professional development opportunities.
- Stakeholder Liaison: Acting as the primary liaison for key stakeholders, including investors, government bodies, suppliers and customers, to build and maintain strong business relationships.
- Reporting: Analyzing performance data and generating in-depth reports for executive leadership and the board of directors to track progress and inform decision-making.
- Leadership and Mentorship: Provide strong, inspirational leadership, mentoring lower-level managers and staff to foster a positive, motivated and high-performance work environment.
- Safety Culture: Enforce strict health and safety protocols and initiatives to ensure a safe working environment and minimize workplace incidents.
- Communication: Act as the primary liaison between operational staff, department heads, executive leadership, suppliers, customers and regulatory bodies.
- Customer Satisfaction: Ensure product quality and timely delivery to meet customer expectations and maintain strong customer relationships.

## 6. Governance and Reporting

- Prepare executive reports, board submissions and technical documentation on TWIL performance.
- Support internal and external audits, including FSC and statutory inspections.
- Any other duty delegated by the Executive Chairman/ Group Chief Executive Officer.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
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.
<b>People</b>	
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.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.

## Qualifications

Qualification	Discipline	Notes
<b>Desirable</b>		
Degree	Business and Management, Economics, Engineering, Accounting/Finance, Forestry	

## Work Knowledge and Experience

Degree with atleast 7 - 10 years' experience in a senior leadership role preferably at Senior Manager or General Manager level.  
 Diploma with atleast 10 - 13 years' experience in a senior leadership role, preferably at Senior Manager or General Manager level.

## Requirements

### Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All FPG departments	
<b>External</b>		
	Suppliers	
	Contractors	
	Customers	

Type	Interaction	Comments
	Statutory Authorities	

## Attributes

No attributes found.

## How To Apply

---

### Contact for Enquiries

Contact Name: Human Resources Department

Contact Email: recruitment@tropik.com.fj

Further Contact Information:--

**Closing Date:** 13 Feb 2026