

Position Description

Vacancy Title: Supply Chain Officer

Location: Wailekutu - Lami

Reports To: Head of Supply Chain and Logistics (v 1.00)

Objective

The Supply Chain Officer is responsible to assist Senior Supply Chain Officer in the planning and co-ordination of the supply of goods from overseas and local Suppliers into Fiji Warehouse. This position reports to the Senior Supply Chain Officer, CJ Patel Pacific Pte Ltd

Outcomes

Organisational Stakeholders

1. Supply Chain Management

- Timely arrival of goods to local and island market customers ensured
 - Pending orders and consignment schedules details followed up in a timely manner
- Following up on external/local suppliers on “orders” and allocated stocks for domestic and bond purpose
- Handle import and export documentations for local and overseas clearance
 - Pre-arrival and other charges from the vessel agency ensured
- Follow up with sales managers and advise them of shipping schedules in a timely manner.
- Documentation accuracy for compilation from start to end ensured
 - Consultation with the clearance of the containers by the Clearance Agents ensured
- Permit application (Health, Import Permit and Custom Clearance) for various consignments, and finalizing documentation for payment ensured in timely manner.
- Requirements for the allocation of domestic and bond consignments ensured at all times
 - Clearance of consignments (by Air and Water) customs & cartage logistics ensured at all times.
 - Bond collection in the warehouse and opening of containers with accurate documentation maintained at all times.
- Stock – in and consignment is successfully delivered with the credit note and stocks recorded entered into the database accurate & timely fashion
 - Credit note issued to suppliers for the short supply & damaged stock etc.
- Arrangement of cleared full container delivery and empty container pickup with the cartage provider and attending to container delivery when required
- Participate in the stock take process in a timely manner

2. Well informed management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
 - Stock cover report presented is timely and supports decision making
- Monthly report presentation is accurate and supports decision making
- Contributions to periodic management meetings ensured
- Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed in a timely manner

3. 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 promotes 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.

4. CJ Patel (Pacific) Pte Ltd'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

Business

Communication Exchange information through verbal communication

Customer

Customer Commitment Demonstrate a commitment to customer service - both internal and external customers.

Relationship Building Build beneficial relationships with suppliers and stakeholders.

Competence	Description
People	
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		
Diploma	Accounting, Management Studies, Customs	
Desirable		
Degree	Accounting, Business Management or Business Administration or related fields, Customs	

Work Knowledge and Experience

- Minimum of two to three years' experience in a similar role
- Well versed with the Microsoft suite of programs (Word, Excel, PowerPoint)
- Attention to detail, Ability to multitask and good mathematical skills
- Knowledge of Supply Chain and Warehouse Management
- Knowledge of local regulatory requirements for imports and exports

Requirements

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Suppliers	
	Customers	
	Statutory Authorities	

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.
- Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Interpersonal Styles

- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

- Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
- Numerate Shows abilities in quantitative thought and expression.

Well organised Controls tasks in a well thought out and critical manner.

How To Apply

Using Link

Contact for Enquiries

Contact Name: Suraksha Karan

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Further Contact Information:--

Closing Date: 14 Feb 2026