
Position Description

Vacancy Title: **Manager Fleet and Logistics**

Location: **Lautoka**

Reports To: **Chief Executive Officer (v 1.00)**

Objective

The Fleet Manager ensures the optimal utilisation and management of the company's fleet of vehicles and heavy machinery, supporting the company's logging and sawmill operations. This role reports to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Fleet Management and Maintenance

- The company's fleet of vehicles and machinery are purchased and maintained in accordance with industry standards and best practices, ensuring operational efficiency and minimising downtime.
- Establishment of an efficient maintenance system, including scheduled and preventive servicing for vehicles and machinery, reducing the likelihood of breakdowns and costly repairs.

2. Logistics and Driver Scheduling

- Driver schedules were optimized, resulting in the maximization of truck usage for logging and sawmill operations, ensuring timely deliveries.
- The daily log requirements and other transportation needs for the sawmill and chip mill are consistently met, contributing to the smooth flow of operations.

3. Risk Management and Compliance

- Regulatory, health and safety, and internal policy requirements were strictly adhered to, ensuring legal compliance and maintaining a safe working environment.
- Risks associated with fleet operations are proactively identified and mitigated through the development and implementation of preventive strategies.

4. Fleet Performance Monitoring and Cost Efficiency

- Fleet performance metrics are regularly monitored and analysed, leading to the identification of areas for improvement and the implementation of cost-saving measures.
- Continuous improvement and operational efficiency enhanced through the introduction of strategies aimed at improving fleet utilisation and reducing fuel consumption and maintenance costs.

5. Safety Audits and Reporting

- Regular safety audits and inspections of the fleet were conducted, and any issues were promptly addressed, contributing to the overall safety of the operations.
- Comprehensive reports on fleet performance, maintenance activities, and cost analysis were prepared for senior management, facilitating informed decision-making.

6. Stakeholder and External Relationship Management

- Strong relationships with external parties related to fleet management, such as suppliers and service providers, were maintained, ensuring reliable support and services.

7. Team Management

- Prepare work plans (annual, monthly and weekly basis)
- Delegate work and supervise staff
- Provide guidance

8. Teamwork and cooperation

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

9. Fiji Pine Group's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation 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 | |
| Risk Management | Analyse and manage risk. |
| 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. |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| Documentation | Communicate using formal business writing. |
| Communication | Exchange information through verbal communication |
| 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. |
| Problem Solving | Develop practical solutions to a situation. |
| Learning | Develop the competencies of self and others to enhance performance. |
| Professional | |
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
| Compliance | Comply with relevant laws and the policies and procedures of the organisation. |
| Operational | |
| Equipment Operation | Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment. |
| Maintenance | Monitor and/or maintain equipment, plant or vehicles in sound operating order. |
| Health and Safety | Establish and maintain a safe and healthy work environment. |

Qualifications

| Qualification | Discipline | Notes |
|------------------|--|--|
| Preferred | | |
| Degree | Mechanical Engineering , Automotive Engineering, Business Management | or a related field with 5 - 7 years' in a similar position. |
| Preferred | | |
| Diploma | Mechanical Engineering , Automotive Engineering, Business Management | or a related field with 8 - 10 years' in a similar position. |

Work Knowledge and Experience

- Extensive knowledge and experience in the maintenance and operation of fleet and machinery in a similar operation or set-up
- Have thorough knowledge of the principles and practices of vehicle maintenance and repair.
- Strong leadership and management skills with the ability to motivate and develop teams to achieve performance goals.
- Hold a Current Valid Driving License to operate different modes of fleet.
- Must have strong communication skills, interpersonal skills and commitment to meet and achieve company objectives.

Requirements

Regulatory Compliance Requirements

- Hold a Current Valid Driving License to operate different modes of fleet.

Other Required Requirements

- No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|---------------|----------|
| Internal | | |
| | All employees | |

| Type | Interaction | Comments |
|----------|--------------------|----------|
| | Management Team | |
| External | | |
| | Contractors | |
| | LTA & Stakeholders | |
| | 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. |
| Integrity | Adherence to moral and ethical principles; soundness of moral character; honesty. |
| 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

| | |
|---------------|---|
| Forthright | Speaks out frankly without hesitation, showing a direct manner. |
| Perceptive | Shows keen insight and understanding of issues or situations. |
| Team Oriented | Enjoys being with others as part of a group or team. |

Thinking Styles

| | |
|------------------------|--|
| Decisive | Reaches conclusions, promptly and firmly. |
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach. |
| Initiative | Takes action and makes decisions without the help or advice of other people. |

How To Apply

Contact for Enquiries

Contact Name: Naulu Driso

Contact Email: recruitment@tropik.com.fj

Further Contact Information: 8929206

Closing Date: 13 Feb 2026