
Position Description

Vacancy Title: **Management Trainee - Production**

Location: **Laucala Beach - Suva**

Reports To: **Production Manager (v 1.00)**

Objective

The Management Trainee - Production is responsible for assisting in the management of the Plant at Viti Foods Pte Limited by gaining an understanding of overall factory operations and food safety requirements. This position reports to the Plant Manager, Viti Foods Pte Limited.

Outcomes

Organisational Stakeholders

1. Production Operations Supported

- Daily production planning and line scheduling for tuna and mackerel processing supported.
 - Understanding production bottlenecks and effective management of these ensured.
 - Optimal utilization of staff and machine ensure.
 - Production and Labelling scheduling executed as per agreed plan.
 - Raw material intake, cleaning, cutting, cooking, filling, seaming, sterilization, and labelling and packing processes monitored.
 - Assistance provided to Production Manager to ensure production costs are minimized at all times.
 - All areas of production waste identified, monitored and measures put in place for reduction.
 - Effective and efficient production processes ensured.
 - Track downtime, wastage, and production variances and report findings to the Production Manager.
 - Identify areas for continuous improvement in waste reduction in availability, performance & quality.
 - Understanding of an operations budget gained and how this can be prepared and managed.
 - Processes of how expenditures are reviewed and controlled within agreed budgets.
 - Overtime minimization strategies.
 - Development of manufacturing instructions/Standard Operating Procedures supported.
 - Accomplish manufacturing KPI's by communicating job expectations, effective planning (production/maintenance) and enforcing company policies and procedures through training techniques learnt.
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2. Product quality and compliance ensured

- All products are produced within specified specifications ensured.
 - Factory compliance ensured.
 - Understanding gained on importance of pressure vessel certification, lifting equipment certification, food safety, environmental discharge.
 - Understanding how non-conformance's are managed.
 - Ensure compliance with HACCP, GMP, food safety standards, and export requirements.
 - Ensure compliance with environmental and sustainability standards
 - Assist in ensuring waste bi-products disposal is well managed.
 - Hygiene practices across processing lines monitored.
 - Participation in internal audits, quality checks, and corrective action processes.
 - Support traceability documentation and batch control systems.
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3. Machine Efficiency and Reliability

- Assist Production Manager in coordinating repair works and ensuring these are carried out on a timely basis.
 - Assist in monitoring critical equipment including cookers, fillers, double seamers, retorts, conveyors, and packaging lines.
 - Coordinate with Maintenance team on preventive maintenance schedules.
 - Completion of preventative maintenance work as per defined schedules ensured.
 - Mechanical or process inefficiencies reported promptly.
 - Root cause analysis of breakdowns carried out and corrective actions implemented.
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4. Well informed management

- Prepare daily, monthly and quarterly report and ensure timeliness and accuracy.
 - Performance against targets for production efficiency, recovery and production losses.
 - Completion percentage of the planned preventative maintenance works.
 - Status of all upgrade or capital works.
 - Daily production summaries and operational reports.
 - Ad-hoc information requests by management, for decision-making purposes, managed on a timely manner.
 - Assist in maintaining accurate production, wastage, and quality records.
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5. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Assistance in the supervision of and provision of professional guidance to departmental staff ensured.
 - Support supervision of production teams across shifts.
 - Assist with manpower allocation and attendance monitoring.
- Training needs and competency gaps of staff assessed and managed in partnership with Plant Manager and HR Department.
- Succession planning ensured.
- Participate in on-the-job training of production staff.
- Support Continuous Improvement Initiatives
 - Identify opportunities to improve yield, reduce wastage, and enhance productivity.
 - Participate in lean manufacturing and cost-efficiency initiatives.
 - Contribute to process optimization and new product development trials.

6. 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 promote zero workplace injury at all times.
 - Local environmental regulation is aligned with work place safety on an on-going basis.
 - Promote safe work practices and compliance with OHS standards.
- Workplace hazards eliminated at all times.
 - Systems assist in the identification and elimination of work place hazards on an on-going basis.

7. Viti Foods Pte Limited's values upheld and promoted at all times

- Collaborate with other teams for the benefit of the organisation.
- Monitor and encourage team members to uphold image and value standards.
 - Promote a culture of food safety, quality, and continuous improvement.
- Uphold and demonstrate the organisation's image and values.
 - integrity and respect, excellence, one team, family
 - Demonstrate ethical behaviour and professionalism in all interactions.
 - Treat colleagues, suppliers, auditors, and stakeholders with respect and fairness.
- Lead by example in maintaining discipline, hygiene, and compliance within the production environment.
- Act in the best interest of the organisation and support sustainable and responsible manufacturing practices.
- Strict confidentiality of company information maintained, including production data, pricing, formulations, supplier contracts, customer information, and proprietary processes.
 - Protection of all trade secrets and intellectual property relating to tuna and mackerel processing operations.
 - Compliance with company policies regarding data protection and information security.
 - Confidential information is not disclosed to unauthorized persons during or after employment.

Responsibilities - Key Competencies

| Competence | Description |
|------------------------|--|
| Business | |
| 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. |
| Customer | |
| Quality Focus | Deliver quality. |
| Professional | |
| Compliance | Comply with relevant laws and the policies and procedures of the organisation. |

Qualifications

| Qualification | Discipline | Notes |
|------------------|------------------------------|--|
| Preferred | | |
| Diploma | Engineering, Food Technology | Engineering, manufacturing or production |
| Desirable | | |
| Degree | Engineering, Food Technology | Engineering, manufacturing or production |

Work Knowledge and Experience

A minimum of 3 years of proven production experience, preferably in a Manufacturing plant.

Exposure to production processes and factory-floor operations, with basic supervision skills.

Knowledge of Food Canning and Thermal Processing together with some knowledge of Food Machinery is desirable

Computer literate with MS Office applications.

Strong technical, analytical, and problem-solving skills.

A team-oriented mindset with the drive, energy, and commitment to grow into a leadership role.

Excellent communication and interpersonal skills.

Demonstrated ability to work under pressure and meet operational deadlines.

Requirements

Language Proficiency

Good Command of English (Written and Verbal)

Other Required Requirements

No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|-----------------|----------|
| Internal | | |
| | All employees | |
| | Management Team | |
| | Factory Manager | |
| | Finance Team | |
| | Production Team | |
| | Quality Team | |
| | Warehouse Team | |
| External | | |
| | Suppliers | |
| | Regulators | |
| | Union | |
| | Auditors | |

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. |
| Achiever | Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment. |
| Enthusiastic | Shows high levels of excitement and interest, and expresses positive feelings. |
| 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

| | |
|---------------|--|
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| 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

| | |
|------------------------|---|
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach. |
| Well organised | Controls tasks in a well thought out and critical manner. |
| Analytic | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |

How To Apply

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Contact for Enquiries

Contact Name: Human Resources Officer

Contact Email: hr@vitifoods.com.fj

Further Contact Information: --

Closing Date: 27 Feb 2026