



Position Description

Vacancy Title: **Warehouse Supervisor**

Location: **Laucala Beach - Suva**

Objective

The Warehouse Supervisor is responsible for managing stock levels, freezer storage and warehouse operations at Viti Foods Pte Limited. This position reports to Financial Accountant , Viti Foods Pte Limited.

Outcomes

Organisational Stakeholders

1. Warehousing and Inventory Managed

- Daily logistics operations are optimized on an on-going basis
 - Safety stock levels maintained to minimum par levels and submission of purchase requisitions to replenish the stock ensured
 - Receipt verification against the invoice quantity and description is accurate and timely
 - Container unloading (imports) and loading (exports) ensured on a timely basis
 - Dispatch process completed accurately, on a timely basis and in accordance with Standard Operating Procedures (SOP's) at all times
 - Product returns managed in accordance with Standard Operating Procedures (SOP's)
 - Planning process ensured
 - Daily stock on-hand (raw materials and labelled/unlabelled finished goods) stock accuracy ensured
 - Zero container detention charges ensured
 - Operations budget formulated with Finance Manager and controlled within agreed target
 - Expenditures reviewed and controlled within agreed budgets
 - Overtime minimized
 - Service providers are evaluated to ensure value for money, on time delivery and performance against other agreed targets
 - Cost optimization opportunities explored through alternate service providers
 - Stock levels utilized in accordance with SOP's at all times
 - Aging products/materials monitored and reported for timely intervention
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2. Regulatory and operationally compliant organization

- Monthly stock take initiation on Bizzxe system ensured
 - Physical inventory counts and cycle counts managed
 - Stock Take accuracy of above 99.98% ensured
 - Stock Take variances are investigated, issues resolved and management informed with justification
 - Export shipments managed
 - Container inspection carried out for cleanliness and damages in a timely manner
 - Goods loaded without sustaining damages
 - Written-off stock managed as per company policy at all times
 - All non-conformance from internal/external audits analyzed and corrective actions implemented
 - Good manufacturing practices ensured
 - Continuous development in refinement of production process ensured through participation in Quality Circles
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3. Well informed management

- Daily and monthly reports are timely, accurate, and complete on correct format
 - Customer Delivery Level (CDL) report
 - Cannery report with variances explained
 - Stock Take variance report
 - Product ageing report
 - Ad-hoc information requests by management, for decision-making purposes, addressed in a timely manner
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4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Warehouse team managed, guided and periodically appraised to meet quality, safety, environment and business objectives
- Training plans, programs and assessments established and delivered
 - Refresher trainings
 - Equipment handling training
 - Training on the use of machines
- Warehouse staff time sheet preparation is accurate and timely
 - Daily staff attendance register is maintained
 - Preparation and submission of time-sheets to the Payroll ensured on a timely basis
- Work plans (annual, monthly and weekly) are produced on a timely basis and staff are informed
- Succession planning ensured

5. Safe work environment promoted 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
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

6. Viti Foods Limited'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	
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.
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.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance, Manufacturing/Production/Logistics	

Work Knowledge and Experience

- A minimum of three to five years' experience in a similar role in a manufacturing company
- Well versed with the Microsoft suite of programs (Word, Excel, Powerpoint)
- Knowledge of cost effective warehouse operations and stock management.
- Good organization skills
- Knowledge on regulatory requirements for import/export shipments
- Computer literate and good documentation skills
- Analytical thinking ability and good communication skills

Requirements

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

Key Result Areas:

1. Inventory Accuracy - **Inventory as tracked by system / Physically present inventory**
2. Shrinkage - **(Cost of recorded inventory – Cost of physically present inventory) / Cost of recorded inventory**
3. Receiving Efficiency - **Volume of inventory received / Number of staff hours worked**
4. Picking Accuracy - **(Total number of orders – Incorrect item returns) / Total number of orders**
5. Safety - **Accidents and Injury per year . The number should ideally be zero but less than previous year is ideally accepted.**

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Finance Team	
External		
	Customers	
	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.
- 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.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

- Team Oriented Enjoys being with others as part of a group or team.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- Forthright Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

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

How To Apply

Online Via Link and Email.

Contact for Enquiries

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Further Contact Information: --

Closing Date: 09 Mar 2026