

Position Description

Vacancy Title: **Warehouse Supervisor**

Location: **Wailekutu - Lami**

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

Objective

The Warehouse Supervisor is responsible for the daily functions of the warehouse at CJ Patel Pacific Pte Limited. This position reports to the Warehouse Manager, CJ Patel Pacific Pte Limited.

Outcomes

Organisational Stakeholders

1. Inventory managed

- Goods managed
 - Container inspection carried out for cleanliness and damages on a timely basis
 - Goods loaded and offload without damages at all times
 - Dispatch of loaded containers from site in a timely manner & documentation ensured
 - Shipping documentation submitted to customers in a timely manner
- Warehouse storage space management
 - Raw, and finished goods movement ensured
- Customer delivery levels (CDL) managed
- Goods returns processes managed

2. Stakeholder relationship management

- Working relationship managed at all times
 - Suppliers
 - Nestle supply chain team
 - Transportation companies
 - Custom agents
- Customer satisfaction maintained at all times
 - Customer complaints resolved on a timely basis

3. Regulatory and Compliant organisation

- Compliant with company policies and procedures at all times
- Compliance safety policies and procedures at all times
 - Compliance to OHS requirements for lifting equipment ensured
 - Compliant with ISO at all times
- Fumigation standards adhered to all times
- Audit recommendations implemented on a timely basis

4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Guidance to CJ Patel Pacific Pte Limited's staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with CJ Patel Pacific Pte Limited's management team
- Succession planning ensured

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

6. CJ Patel Pacific Pte 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.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
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	Business Management or Administration	

Work Knowledge and Experience

- More than three years' work experience in a similar role
- Analytical thinking ability and proper communication skills
- Computer literate and good documentation skills

Requirements

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
External		
	Customers	
	Suppliers	

Attributes

Behavioural Styles

- Punctuality: Completes a required task or fulfills an obligation before or at a previously designated time
- 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.
- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Resilient: Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

- Self-sufficient and assured: Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
- Team Oriented: Enjoys being with others as part of a group or team.

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.

How To Apply

Using Link

Contact for Enquiries

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Further Contact Information: --

Closing Date: 21 Mar 2026