



---

## Position Description

---

Vacancy Title: **Factory Manager (GM)**

Location: **Laucala Beach - Suva**

Reports To: **None**

### Objective

The Factory Manager is accountable for the leadership, management and control of all activities within Viti Foods Pte Limited in accordance to the strategic direction of the CJ Patel Group and VFPL's commercial viability, product quality, people safety and environmental sustainability. This position reports to the Group General Manager Manufacturing, CJ Patel Pte Limited.

### Outcomes

---

#### Capital Stakeholders (Owners)

---

##### 1. Well informed management

---

- Timeliness, quality and accuracy of daily, weekly, monthly and quarterly reports ensured
    - Weekly reports to Group General Manager Manufacturing
    - Board Paper submitted timely and supports business decision making
    - Monthly KPI Reports and monthly reports to COO/CFO/CEO submitted timely and supports business decision making
    - Quarterly management and board meetings
    - Company Operational / Financial Reports submitted timely and supports business decision making
  - Quality production related advice, both general and technical provided to management as and when required
  - Ad-hoc information requests by board, management and shareholders, for decision-making purposes, addressed in a timely manner and accuracy of information maintained at all times
- 

#### Organisational Stakeholders

---

##### 1. Strategically focused organisation

---

- Strategic plan for one - three years developed in consultation with GGM Manufacturing, implemented and managed.
    - Development and implementation of manufacturing and operational strategic plans ensuring business growth, continuous improvement and maximum capacity utilization.
    - Policies, programs and objectives affecting the schedule, quality and cost of manufacturing products formulated
  - Commercial viability of the business ensured and profitability maximized of the business unit through cost control, productivity, and revenue growth.
    - Develop and manage the annual budget and capital expenditure plan in liaison with Finance Manager.
    - Monitor production costs, labour productivity, raw material utilization, and overheads.
    - Identify and implement cost reduction and efficiency improvement measures.
    - Department costs managed to optimize value for money at all times
    - Profitability of individual units ensured by meeting and exceeding performance targets
  - Meet corporate expectations and goals in terms of profit targets, capital expenditures, cost containment, manufacturing/plant engineering improvements, environmental/health/safety goals, quality enhancements, information technology needs and employee and community good will.
  - Corporate risk management plan ensured
  - Corporate image of the organization managed
    - Public relation strategies developed and implemented to optimize relationships with stakeholders
  - Initiatives lead for product innovation, process improvement, and market expansion.
- 

##### 2. Operational Management

---

- Manufacturing and operational strategic plans developed and implemented to ensure maximum capacity utilization.
  - Efficient and cost-effective production of tuna and mackerel products achieved while meeting daily, weekly, and monthly targets
  - Production processes managed and optimized, including cleaning, gutting, cooking, canning, and packing operations.
  - Production planning alignment with sales forecasts and inventory requirements ensured.
  - Plant efficiency, yield, and waste reduction monitored and improved.
  - Leadership and data-driven insights provided to guide business growth and operational improvements.
  - Management reports on production, quality, financial performance, and workforce metrics provided in a timely manner.
  - External stakeholder management
  - Relations maintained with the following stakeholders including:
    - Bio-security of Fiji
    - Ministry of Health
    - Ministry of Economy
    - Ministry of Agriculture
    - Ministry of Labour
    - Export
-

---

### 3. Quality and Compliance

---

- Products delivered to meet customer specifications and all regulatory standards.
  - Compliance with FSC, HACCP, ISO 22000, GMP, QMS and local food safety regulations.
    - Factory certifications, British Retail Consortium (BRC), Food and Drug Administration (FDA), HACCP, ISO and external audits managed.
    - GMP system managed at all times.
    - Third party processors meet required standards at all times.
  - Quality Assurance and Quality Control functions overseen, including product inspections, lab testing, and documentation.
  - Continuous improvement initiatives implemented to maintain product integrity and safety.
  - Factory maintenance program is ensured on an accurate and timely basis.
- 

### 4. supply Chain and Vendor Management

---

- Consistent availability of raw materials and timely delivery of finished products ensured.
  - Coordinate with procurement, suppliers, and logistics teams for raw fish and packaging materials.
  - Supplier performance and quality compliance monitored.
  - Inventory levels optimised to minimize waste and storage costs.
- 

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

---

- Skilled, motivated, and compliant workforce maintained that drives operational excellence.
  - Supervision of and professional guidance to all staff ensured
  - Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
  - Succession planning ensured.
    - Conduct performance reviews, succession planning, and skill development programs.
  - Lead, coach, and develop factory and administrative teams.
- 

### 6. Safe work environment promoted and ensured at all times

---

- Workplace safety maintained to ensure zero injuries or incidents at all times.
  - Safety, Health, and Environmental (SHE) policies and procedures communicated consistently and effectively to all team members.
  - Occupational Health & Safety systems implemented and maintained to prevent workplace injuries and promote safe work practices.
  - Operations fully aligned with local environmental and safety regulations, ensuring ongoing compliance.
  - Workplace hazards identified, assessed, and eliminated proactively, with ongoing monitoring.
  - Safety management systems supported for continuous identification, mitigation, and elimination of risks across all work areas.
  - Periodic fire safety drills, LMCC and OHS Meetings conducted and minuted.
- 

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

---

- Viti Foods Pte Limited's values consistently upheld and promoted in all actions, decisions, and communications across the organization.
  - Ensure employees demonstrate integrity, accountability, respect, and teamwork, fostering a professional and inclusive workplace.
  - Confidentiality of company information, customer data, and operational processes strictly maintained at all times.
  - All staff act to protect and enhance the company's image and reputation, both internally and externally.
  - Interactions with colleagues, customers, suppliers, and stakeholders reflect courtesy, fairness, and ethical conduct, reinforcing trust and credibility.
  - Actively model and encourage positive behaviour, ensuring that company values are embedded in day-to-day operations and decision-making.
  - Collaborate with other teams for the benefit of the organisation
  - Monitor and encourage team members to uphold image and value standards
  - Conflict of interest honestly declared.
- 

## Responsibilities - Key Competencies

Competence	Description
------------	-------------

### Business

Business Performance	Manage the performance of the organisation.
----------------------	---

### Customer

Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
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

Competence	Description
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Science	Food Technology
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Business Management or Business Administration or related fields	

## Work Knowledge and Experience

- Minimum 5 years' managerial experience in manufacturing, preferably in seafood or food processing.
- Strong understanding of manufacturing processes, food safety standards, and business operations.
- Proven ability to lead teams, drive performance, and foster a strong safety culture.
- Demonstrated experience in managing end-to-end production operations and meeting quality and output targets.
- Strong commercial acumen with skills in budgeting, forecasting, and cost management.
- Excellent decision-making, problem-solving, and communication skills.
- Experience in continuous improvement and lean manufacturing practices.
- Ability to work under pressure, manage competing priorities, and collaborate effectively with stakeholders

## Requirements

### Language Proficiency

Excellent command of English

### Regulatory Compliance Requirements

- Driver's License
- Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	
	All employees	
	Board of Directors	
<b>External</b>		
	Regulators	
	Suppliers	

## Attributes

### Behavioural Styles

- Achiever**: Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Innovative**: Devises new and creative ways to do things comes up with original ideas.
- 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

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

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

–

## Contact for Enquiries

Contact Name: Sheemal Shivanjini

Contact Email: [sheemal.shivanjini@cjpatel.com.fj](mailto:sheemal.shivanjini@cjpatel.com.fj)

Further Contact Information: --

**Closing Date: 12 Apr 2026**