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## Position Description

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Vacancy Title: **Supply Chain Coordinator [Suva]**

Location: **Suva**

Reports To: **Supply Chain Manager (v 1.00)**

### Objective

The Supply Chain Coordinator is responsible for overall local and international purchasing, leading monthly stock take and managing container movement. This position reports to the Supply Chain Manager, Fiji Dairy Pte Limited.

### Outcomes

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#### Organisational Stakeholders

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#### 1. Purchasing is timely and within budget

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- Raw material sourced/purchased is timely and accurate
    - Purchase requisitions supported with 3 reasonable quotes for approval at all times
    - Purchase orders created timely and accurately
    - Correct price, freight charge, delivery date coordinated with the vendors
    - Quality Assurance inspection for all raw materials coordinated timely
    - New vendors sourced for quality and price comparison ensured
    - Raw materials receipt verified against invoice quantity, description and quality in a timely manner
    - Discrepancies and non conforming raw materials coordinated with vendor for resolution
    - Follow-up on orders and operations notified of any delays in a timely manner
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#### 2. Inventory management

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- Raw materials supplied for production is accurate and timely
    - Stock transfers to production captured in the system accurately and on time
    - System transfers from containers to main warehouse and raw material warehouse is accurate and timely
    - Raw materials offload from containers to warehouse to be coordinated in a timely manner
    - Empty container return is timely to avoid unnecessary detention charges
  - Raw material and finished goods stock levels are sufficient to meet demand at all times
  - Over stock and under stock situations managed
  - Stock variance is minimized
    - Monthly raw material stock take is timely and accurate
      - Daily cycle counts ensured in a timely manner
      - Stock dispatch and transfers captured accurately
      - Variance report with explanation is timely
      - Discrepancies identified and actions ensured
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#### 3. Supply chain management

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- Ongoing demand forecasting for raw materials is accurate and timely
  - Stock for peak production planned and organized
  - Safety stock levels monitored and accurately maintained
  - Smart buying of raw materials ensured
  - System receipting is accurate and timely
  - Vessel coordination for imports ensured
    - Import clearance is timely (within 3 days of arrival)
    - Import permit approval is timely
  - New product creation in BizzXe system coordinated accurately and timely
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#### 4. Well informed management

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- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
    - Stock cover report presented is timely and supports decision making
  - Monthly report presentation is accurate and supports decision making
  - Contributions to periodic management meetings ensured
  - Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed in a timely manner
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#### 5. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

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- Supervision of and professional guidance to supply chain staff ensured
  - Training needs and competency gaps of staff appropriately assessed and addressed in partnership with Supply Chain Manager and HR Department
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## 6. Safe work environment promoted and ensured at all times

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- 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 promotes 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.
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## 7. Fiji Dairy Pte Limited's values upheld and demonstrated at all times

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- 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
<b>Business</b>	
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.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
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.
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Accounting, Management Studies	
<b>Desirable</b>		
Degree	Accounting	

## Work Knowledge and Experience

Minimum of two to three years' experience in a similar role in a manufacturing industry  
Well versed with the Microsoft suite of programs (Word, Excel, PowerPoint)  
Knowledge of accounting principles and procedures  
Exceptional Problem Solving Skills  
Knowledge of Supply Chain and Warehouse Management  
Knowledge of local regulatory requirements for imports and exports

## Requirements

### Regulatory Compliance Requirements

Driver's License  
Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

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Type	Interaction	Comments
<b>Internal</b>		

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Type	Interaction	Comments
	Finance Team	
	Management Team	
	Production Team	
<b>External</b>		
	Suppliers	
	Customers	
	Distributors	
	Statutory Authorities	

## 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.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

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

## How To Apply

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## Contact for Enquiries

Contact Name: HR Fiji Dairy

Contact Email: [hr@fijidairy.com.fj](mailto:hr@fijidairy.com.fj)

Further Contact Information: --

**Closing Date: 30 Apr 2026**