

Position Description

Vacancy Title: **Manager Procurement and Stores**

Location: **Lautoka**

Objective

The Manager Procurement & Stores is responsible for overseeing both procurement and stores management functions at FPG. This role involves ensuring the effective acquisition of goods and services, managing inventory, and optimizing the storage and handling of materials to meet operational needs. The Manager will ensure that all procurement and stores activities are aligned with company policies, legal requirements, and best practices.

Outcomes

Organisational Stakeholders

1. Procurement Management

- Lead the procurement function, ensuring the timely acquisition of goods and services to meet operational requirements.
- Ensure all procurement activities comply with company policies, procedures, and governance requirements.
- Source, evaluate, and negotiate with suppliers to achieve value for money, quality, and reliable service delivery.
- Monitor procurement performance and resolve procurement issues or delays in a timely manner.
- Maintain accurate and complete procurement documentation and records.
- Track procurement expenditure to ensure purchases align with approved budgets and financial targets.

2. Supplier Relationship & Performance Management

- Develop and maintain strong relationships with key suppliers to ensure quality, reliability, competitive pricing, and continuous supply.
- Conduct regular supplier performance reviews, monitoring quality, delivery performance, and compliance with contractual obligations.

3. Stores & Inventory Management

- Oversee the effective management of stores operations, ensuring efficient storage, handling, and safeguarding of inventory.
- Implement and maintain inventory control systems that optimise stock levels while minimising excess inventory and stock shortages.
- Ensure the timely and accurate receipt, storage, issuance, and distribution of goods to internal departments.
- Conduct regular inventory audits and stock reconciliations, ensuring the accuracy of physical inventory against system records.
- Develop and implement efficient processes for receiving, storing, and issuing materials.
- Ensure the safe handling of materials and compliance with Occupational Health & Safety (OHS) and housekeeping standards.

4. Process Improvement & Compliance

- Continuously review procurement and stores processes to improve operational efficiency, reduce costs, and enhance service delivery.
- Ensure procurement and stores operations consistently comply with company policies, procedures, and relevant legislative requirements.
- Promote continuous improvement initiatives that strengthen procurement and inventory management practices.

5. Leadership & People Management

- Lead, coach, and motivate the Procurement and Stores teams to achieve high levels of performance, accountability, and engagement.
- Conduct performance reviews and provide training, coaching, and professional development opportunities for team members.
- Establish clear performance objectives and ensure staff have the resources and capability to achieve agreed targets and deadlines.

6. Reporting & Performance Analysis

- Prepare and submit regular reports on procurement, inventory, supplier, and stores performance, including key performance indicators (KPIs), expenditure, inventory levels, and supplier performance.
- Analyse procurement and inventory data to identify trends, inefficiencies, risks, and opportunities for cost optimisation and operational improvement.
- Undertake any other duties and responsibilities as assigned by the General Manager in support of organisational objectives.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information

Competence	Description
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
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.
Professional	
Research	Apply formal research methodologies.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting/Finance	
Preferred		
Diploma	Accounting and Finance	

Work Knowledge and Experience

Bachelor's degree (in Accounting, Finance, or a related field) with a minimum of 4 years of relevant work experience. OR a Diploma (in Accounting, Finance, or a related field) with at least 5 years of relevant work experience. A minimum of 6 years of experience in the related field. Excellent organizational skills and attention to detail. Good communication and interpersonal skills. Positive attitude and a team player Flexible attitude towards working hours.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All departments of Pine Group of Companies	
	Management Team	
External		
	Contractors	
	Suppliers	
	Utilities suppliers	

Attributes

No attributes found.

How To Apply

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Contact for Enquiries

Contact Name: Makelesi Ralulu
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Further Contact Information: --

Closing Date: 10 Jul 2026