
Position Description

Vacancy Title: **Supply Chain Manager v (1.00) [Ba - Fiji]**

Location: **Ba - Fiji**

Reports To: **None**

Objective

The Supply Chain Manager is responsible for overseeing and managing company's overall supply chain and logistics strategy and operations in order to maximize the process efficiency and productivity. This position reports to the Factory Manager, SC Foods Pte Limited.

Outcomes

Organisational Stakeholders

1. Supply Chain process and strategies effectively managed

- Raw & Packed material managed
 - Raw and Packed material purchasing documentation managed
 - Import materials managed on a timely basis
 - Cartage company costs minimized at all times
 - Raw material rolling forecast managed on an on-going basis
 - Finished goods managed
 - Container inspection carried out for cleanliness and damages on a timely basis
 - Goods loaded 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, packed & finished goods movement ensured
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2. Demand and supply planning managed

- Customer order and schedule requirements managed
 - Finished product packaged, labelled and delivered on a timely manner
 - Production schedule managed
 - Rejected and non-conformance product rectified and customers informed on a timely basis
 - Monthly capacity and performance analysis to ensure forecasts and schedules are accurate and timely
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3. Profitability maximized

- Purchasing cost minimized
 - Shipping prices and transportation arrangements managed
 - Shipment clearance managed on a timely basis
 - Smart buying of products ensured
 - Operational resources optimized
 - Overtime managed
 - Detention charges minimized by ensuring timely container rotation at all times
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4. Regulatory and Compliant organisation

- Compliance to OHS requirements for lifting equipment ensured
 - Health certificate
 - Fumigation/ Foods and Drug Administration (FDA) certification
 - Compliant with ISO at all times
 - Good Manufacturing and Hygiene practices ensured
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5. Well informed management

- Monthly and quarterly report is timely and accurate
 - Performance against targets
 - Non-conformance identified via internal/external audits
 - Root cause analysis of all non-conformance with corrective action plan
 - Analysis of competitor products
 - market studies and surveys
 - Raw and Packed material planning and reporting ensured
 - Customer Delivery Levels (CDL) managed
 - Monthly slow moving and expiry reports
 - Shipping schedules and loading reports
- Ad-hoc information requests by management, for decision-making purposes, provided on accurate and in a timely manner

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

- Guidance to SC Foods Limited's staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with SC Foods Limited's management team
- Succession planning ensured

7. 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

8. SC Foods Pte Limited 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

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Negotiation	Reach agreement through discussion and compromise.
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	Manufacturing/Production/Logistics, Business Management or Business Administration or related fields	
Desirable		
Degree	Manufacturing/Production/Logistics, Business Management or Business Administration or related fields	

Work Knowledge and Experience

Demonstrated experience of working in logistics/supply chain/transportation function within the manufacturing environment with a comprehensive knowledge of logistics processes and procedures

At least five years' relevant experience in logistics operation, production and purchasing processes

Sound knowledge of technical regulations related to logistics such as import/export and customs regulations, including safety requirements

Computer literate and good documentation skills

Analytical thinking ability and good communication skills

Requirements

Regulatory Compliance Requirements

Driver's License
Police Clearance

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Management Team	
External		
	Suppliers	
	Customers	
	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.

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.

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.

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

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

apply online

Contact for Enquiries

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Further Contact Information: --

Closing Date: 01 Aug 2026