

## Position Description

Vacancy Title: **Inventory Manager**

Location: **Walu Bay - Suva**

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

### Objective

The Inventory Manager is responsible for leading a team of stores officers/stock controllers overseeing the inventory levels of businesses ensuring stock is received, recorded, stored and dispatched accurately. The position reports to the General Manager, Iceman Fiji Pte Limited.

### Outcomes

#### Organisational Stakeholders

#### 1. Inventory Planning and Management

- Stock Inventory managed as per defined procedures ensuring accuracy
  - Maintain accurate inventory records both manual and data entry in the system
    - inventory tracking - record deliveries, shipments and stock levels.
    - Define inventory KPIs and track them regularly
  - Coordinate and process internal stock transfers
  - Plan, implement and manage procedures to optimize inventory control
  - Plan and coordinate stores layout and storage for easier retrieval and minimizing damage
- Daily product and supply levels analyzed to anticipate inventory problems and shortages.es.
  - strategies to reduce costs and improve procedures of supply chain and stores
- Stocktake, regular inventory audits and reconciliations carried out and variances reported
- Implement and monitor risk management procedures for the stores
  - Responsible for safekeep of stocks avoiding misuse, theft and fraud
  - Internal controls
  - Accurate documentation and system records maintained
  - Monitor and control access to inventory and stores
  - Compliance with operational procedures

#### 2. Purchasing and Replenishment

- Stock levels monitored, orders placed to replenish stocks as needed.
- Forecast of supply and demand carried out to prevent overstocking and running out-of-stock (OOS)
  - Monitor demand and analyzes data to anticipate future supply and logistical needs.
  - Regular coordination with operations and finance
  - Identify shortages and act in a timely manner
- Cost effective purchasing solutions provided
- Dealing with local and overseas suppliers regarding orders, track shipments and, as well as resolving delays
  - Shipment records maintained and updated, as well as purchases and pricing reports
- Supplier evaluation and vendor management
- Business relationships with suppliers and clients developed for benefit of business
  - Build and maintain strong relationships with suppliers
  - Negotiate better deals with suppliers

#### 3. Team Management

- Develop, monitor and implement procedures to improve the efficiency of the team's work and to better meet the business needs
- Delegation and supervision of stores staff
  - Prepare work plans (annual, monthly and weekly basis) for department staff
  - Provide guidance
- Manage recruitment, performance and training of new inventory employees.
- Contribute to team effort by accomplishing related results as needed.
  - Cooperation within the team and greater function / department
  - Cooperation across functions / departments
  - Work collaboratively to achieve the set targets and goals

#### 4. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation 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

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## 5. Well Informed Management.

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- Monthly and quarterly inventory report prepared and submitted to management and finance department on a timely and accurate basis
    - Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues
    - reports on inventory operations, stock levels and adjustments.
  - Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed and in a timely manner
  - Suggest solutions for continuous improvements
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## 6. Safe work environment ensured and promoted at all times

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- Work place safety is ensured
    - Communication of Safety, Health and Environment to all team members on an on-going basis
    - Occupational Health & Safety systems promoted for 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
  - Assist in the identification, reporting and elimination of work place hazards on an on-going basis
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## 7. Organisation's image and value standards demonstrated and promoted

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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. |
| <b>Customer</b>     |                                                                                                            |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers.                       |
| <b>People</b>       |                                                                                                            |
| Facilitation        | Assist the progress of work ensuring its timely and effective completion.                                  |
| Leadership          | Utilise a leadership position to influence people and events and to increase performance.                  |
| <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          | Business and Management | Business, logistics, supply chain management or similar |
| <b>Desirable</b> |                         |                                                         |
| Degree           | Business Administration | Business Management, logistics, supply chain            |

## Work Knowledge and Experience

Minimum four years of work experience in a similar capacity in stock, supply chain and inventory management.

Experience and solid knowledge of data analysis, inventory management and forecasting techniques.

An analytical mind with strong attention to detail.

Outstanding organizational, negotiation and problem-solving skills.

Excellent communication and leadership abilities.

## Requirements

### Language Proficiency

Good Command of English

## Other Required Statements

### Position KPI's

1. Inventory Accuracy (inventory records match your actual inventory levels) =  $(\text{Counted Units} / \text{Units on Record}) \times 100$
2. Accuracy of Forecast Demand =  $[(\text{actual} - \text{forecast}) / \text{actual}] \times 100$

## Interactions

| Type            | Interaction     | Comments |
|-----------------|-----------------|----------|
| <b>Internal</b> |                 |          |
|                 | Finance Team    |          |
|                 | Operations Team |          |
|                 | Project Manager |          |
|                 | Stock Clerk     |          |
|                 | All employees   |          |
| <b>External</b> |                 |          |
|                 | Suppliers       |          |
|                 | Contractors     |          |

## 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.                                               |
| 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

|                             |                                                                                                                                  |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Forthright                  | Speaks out frankly without hesitation, showing a direct manner.                                                                  |
| Objective                   | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.                   |
| 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.                                                                             |

### Thinking Styles

|                        |                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Analytic               | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.                  |
| Initiative             | Takes action and makes decisions without the help or advice of other people.                                                    |
| Well organised         | Controls tasks in a well thought out and critical manner.                                                                       |

## How To Apply

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## Contact for Enquiries

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Further Contact Information: --

Closing Date: 22 Aug 2026