
Position Description

Vacancy Title: **Manager Sawshop**

Location: **Lautoka**

Reports To: **None**

Objective

The Manager Sawshop is strategically accountable for overseeing the entire sawshop facility's operational and safety performance. This role involves driving continuous improvement, optimizing production workflows, managing capital resources, and leading the team to ensure department operations align with overall organizational goals, quality standards, and budget targets.

Outcomes

Organisational Stakeholders

1. Sawshop facility operations maintained

- Day-to-day direct supervision of the work conducted in the saw shop unit is provided.
- The production line is kept operational, output is maximized, and both quality and staff safety are upheld.
- Strategies, planning, and organizing of the saw shop operations to meet the department's established goals are contributed to.
- Data is gathered, reports for lumber inventory and cutting are prepared and compiled, and continuous communication with the Production Team regarding production capacities, forecasts, and goals is maintained.
- Smooth operations in the saw shop are ensured, and the use of saws to their full capacity is maximized.
- Planning, development, and monitoring of objectives at the unit, product, and centre levels are contributed to.
- Unit results are analysed, process improvements are recommended, and input is provided while adhering to the approved budget.
- An up-to-date understanding of products, regulatory practices and procedures, processing standards, and systems is maintained.
- Any breakdowns are reported to the Engineering department, and effective follow-ups with the department head are conducted.
- Buildings and other capital items are maintained in like-new condition.
- Trials of innovative methods and improved engineering practices in collaboration with the department manager are assisted in and contributed to.
- Wear and tear of PPE is reported to department heads, and timely replacements are coordinated.
- Daily updates and the monthly report are submitted to the department head in a timely fashion, no later than the first day of each month.
- All tools and equipment maintenance are conducted effectively, and they are kept fully operational to prevent any breakdown issues.
- Compliance with operating standards is ensured, production schedules are coordinated, and assistance with budget planning is provided.
- All reports, paperwork, and job documentation are filled out accurately and finalized.
- Spare parts and tools required for equipment maintenance are identified for department heads when required.
- Stock of all tools and inventory is maintained at levels that meet agreed-upon requirements.

2. Team management

- Allocate personnel according to the projected production and workload
- Effectively utilise coaching and leadership skills to motivate associates to meet and surpass sawshop and additional goals
- Assist with recommendation and certification of staff leave, and assist the department head in managing overtime.
- Capable of offering on-the-job training, along with innovative ideas and solutions for enhancements, to increase efficiency and attain the primary objectives of the planner mill unit.

3. FPG operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Operationally compliant to the FPG policies and procedures
 - ensure compliance with company policies and procedures, proper housekeeping, and OHS standards
 - machinery, equipment, and tools should be handled and operated safely and correctly.

4. A developing and growing Sawshop facility

- Analyze unit results and recommend process improvements, provide input and adhere to the approved budget.
- Keep up-to-date understanding products, regulatory practices and procedures, processing standards, and systems.
- Assist in and contribute to the trials of innovative methods and improved engineering practices in collaboration with the department manager.
- Ensure compliance with operating standards, aid in coordinating production schedules, and assist with budget planning.
- Accountable for all tools and inventory, which must be maintained at levels sufficient to meet agreed-upon requirements.
- Offer on-the-job training, along with innovative ideas and solutions for enhancements, to increase efficiency and attain the primary objectives of the planer mill unit.
- Perform any additional duties within the scope of the position or as delegated by the department manager from time to time.

5. Support provided to other areas within the organisation

- Gather data, prepare, and compile reports for lumber inventory and cutting, and maintain continuous communication with the Production Team regarding production capacities, forecasts, and goals.
- Oversee the resolution of complex issues and problems in the sawshop.
 - Ensure to address the more complex issues escalated by team members or referred from other units.
- Supervise, coordinate, and control the resources of the assigned units to ensure enhanced service delivery and efficiency.
- Maintain effective communication with relevant internal stakeholders.

6. Informed management and other stakeholders

- Provide technical / professional advice to clients and other stakeholders
- Conduct research and compile reports for management

Responsibilities - Key Competencies

Competence	Description
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Mathematical Reasoning	Apply mathematical reasoning.
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.
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Desirable		
Diploma	Engineering, Management Studies	
Preferred		
Certificate	Engineering	Trade Certificate

Work Knowledge and Experience

5–8+ years of hands-on experience as a qualified Saw Doctor (trade certified) with proven experience working on both band and circular saws.

Excellent communication skills and interpersonal skills, lead and motivate team

Sound computer knowledge

Understand machinery operations with sufficient knowledge to address both preventative and corrective maintenance

Proven commitment to safety and Company policy, develop quality control processes and SOPs with department heads

Ability to handle multiple priorities under demanding circumstances

Completion of Apprenticeship under the Sawshop department will be an added advantage

Prior operational experience in a medium-to-large sawmill or primary timber processing facility.

2–4+ years of direct supervisory or management experience leading technical teams (Band Saw Doctors, Circular Saw Doctors, and Trades Assistants).

Experience managing workshop budgets, tracking tool life cycles, and controlling inventory (consumables, grinding wheels, tips, replacement blades).

Experience coordinating directly with the Sawmill Manager and Maintenance team to schedule saw changes with minimal mill downtime.

In-depth understanding of benching, tensioning, leveling, tipping (Stellite/Carbide), and swaging for both band saws and circular saws.

Requirements

Language Proficiency

- Excellent command of English
- Proficiency in English for reporting, documentation, and communication with internal teams

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Sawmill Manager	
	Mechanical Department	
	Electrical & Instrumentation Department	
	Finance Team	
External		
	Relevant Government Ministries	Sawdoctor training

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.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.
Perceptive	Shows keen insight and understanding of issues or situations.

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.

How To Apply

Scan the QR code below or click the following link to submit your application by Friday, 18 September 2026.

Contact for Enquiries

Contact Name: Jone Naqoli

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Further Contact Information: --

Closing Date: 18 Sep 2026