
Position Description

Vacancy Title: **Senior Manager Operations**

Location: **Lautoka**

Reports To: **Chief Operating Officer**

Objective

The Senior Manager of Operations at Tropik Wood Industries Ltd (TWIL) plays a critical role in overseeing and optimizing the operational activities of Tropik Wood Industries Limited and its subsidiary companies. This position is responsible for driving efficiency, productivity, and compliance across all aspects of the sawmill operations, ensuring alignment with strategic objectives and market demands. The role requires a dynamic leader with strong strategic acumen, operational expertise, and a commitment to excellence. This role reports directly to the CEO.

Outcomes

Organisational Stakeholders

1. Operational Efficiency

- Maximized Output and Productivity:
 - Develop and implement detailed operational plans to maximize the efficiency of the sawmill, ensuring optimal use of resources and minimizing downtime.
 - Continuously assess and enhance operational systems and processes to increase productivity, reduce waste, and improve overall efficiency.
 - Enhanced Systems and Procedures:
 - Set up and maintain strategic-level systems, procedures, and practices with clear deliverables to streamline operations.
 - Implement a Continuous Process Improvement program, identify and implement improvements in processes to drive higher productivity and operational efficiencies.
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2. Business Development and Strategic Management

- Identify and capitalize on business opportunities through strategic management and foresight.
 - Develop and implement growth strategies to drive profitability and market expansion.
 - Collaborate with marketing teams to formulate product awareness and marketing strategies, aligning them with production capabilities and market demands.
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3. Contract and Vendor Management

- Oversee all factory operations contracts, including negotiation, administration, and resolution of disputes.
 - Manage vendor relationships to ensure timely execution, compliance, and effective performance.
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4. Operational Compliance

- OHS and Regulatory Compliance:
 - Implement and maintain stringent Occupational Health and Safety (OHS) standards to ensure a safe working environment.
 - Ensure strict adherence to all relevant regulations and company rules, maintaining a compliant operation.
 - Resource Management:
 - Implement control processes to prevent resource misuse and ensure efficient use of company assets.
 - Stock Management Oversight - Maintain critical spares and manage stock levels effectively to avoid production interruptions.
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5. Human Capital Management

- Positive Workforce Development:
 - Manage HR processes to build a positive, results-driven workforce.
 - Develop succession plans to ensure continuity and build leadership capacity within the organization.
 - Implement training programs to enhance employee skills and align with company goals.
 - Professional Work Environment:
 - Ensure a professional office environment with strict adherence to company rules and regulations.
 - Promote and uphold the company's image and values internally and externally.
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6. Teamwork and Collaboration ensured

- Facilitation of effective collaboration among all departments ensured, breaking down silos to foster seamless operations and communication.
 - Departmental objectives aligned with overall company goals, promoting a unified approach to achieving business outcomes.
 - Cross-functional initiatives encouraged and supported, leveraging the strengths and expertise of various departments.
 - Regular communication channels and meetings implemented to ensure all departments were informed and coordinated in their efforts.
 - A culture of shared success promoted, where achievements are celebrated collectively, reinforcing the importance of teamwork and collaboration.
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Product's Stakeholders

1. Compliance with Statutory and Organisational Standards

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

2. Demonstrated Leadership in upholding FPL's Organisational Values

- Uphold and promote the organization's image and values, both internally and externally, through consistent messaging and behavior.
- Lead by example in embodying FPL's values and principles, inspire employees to do the same.
- Uphold high ethical standards in all aspects of decision-making and behavior.
- Hold individuals and teams accountable for ethical lapses.
- Demonstrate resilience and integrity in navigating challenging situations.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Engineering, Operations Management	or related field
Desirable		
Masters Degree	Business Administration	

Work Knowledge and Experience

- Minimum of 5 years proven experience in operations management, preferably in the sawmill or manufacturing industry.
- Strong leadership skills with the ability to inspire and motivate teams.
- Excellent strategic thinking and problem-solving abilities.

Sound understanding of occupational health and safety regulations.
Effective communication and negotiation skills.
Proficiency in MS Office
Sound knowledge and experience in production, inventory, and supply chain management.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
External	Contractors	
	Suppliers	
	Customers	
	Utilities suppliers	EFL, WAF
	Stakeholders of FPG	
	Community	

Attributes

No attributes found.

How To Apply

Scan the QR code below or click the following link to submit your application by Friday, 25 September 2026.

Contact for Enquiries

Contact Name: Jone Naqoli
Contact Email: jnaqoli@tropik.com.fj
Further Contact Information: --

Closing Date: 25 Sep 2026