

Position Description

Vacancy Title: **Trades Assistant**

Location: **Lautoka**

Reports To: **None**

Objective

The Trades Assistant is a vital support role responsible for a range of semi-skilled maintenance tasks requiring a foundational understanding of specific industrial trade skills. In this position, you will directly assist our qualified tradesmen, primarily focusing on tasks related to Fitting and Machining, Electrical, Instrumentation and Welding

Outcomes

Organisational Stakeholders

1. Team Support

- Support qualified tradesmen in the operation, maintenance, and repair of mechanical, electrical, instrumentation, and safety systems across the plant.
- Operate power tools and transport materials, supplies, and equipment to various job sites to keep work flowing smoothly.
- Collaborate with the team (or work independently when needed) to troubleshoot issues, resolve technical problems, and complete trade-specific tasks.
- Provide dependable support and services during operational emergencies as required.

2. Teamwork and Cooperation

- Work cooperatively with team members to meet the goals and set targets of the Engineering department.
- Carry out all duties in strict adherence to operating manuals, power tools and equipment.
- Perform all tasks within the scope of the role and readily assist with additional duties as assigned by the supervisor or department manager to support the team.

3. Operational and statutory compliance

- Ensure full adherence to all relevant local laws and statutory regulations.
- Maintain strict compliance with Occupational Health and Safety (OHS) standards to promote a safe working environment.
- Comply with all Fiji Pine Group (FPG) internal policies and standard operating procedures at all times, including maintaining excellent workplace housekeeping.

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.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Team Orientation	Work in a team towards a common aim.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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		

Qualification	Discipline	Notes
School Leaving	Form 6	

Desirable

Certificate Instrumentation and Electronics Engineering, Electrical Engineering, Fitting & Machinist - Level 1

Work Knowledge and Experience

Year 12 pass

A Trade Certificate in Electrical, Electronics, Fitting and Machining, Welding would be an added advantage

Basic knowledge of various trade skills and basic knowledge of and familiarity with various test equipment.

Knowledge of relevant safety regulations.

Good communication skills (both written and oral).

Positive attitude and a strong team player.

Flexible attitude towards working hours to meet operational and maintenance needs.

Requirements

Language Proficiency

Excellent command of English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Mechanical Department	

Attributes

Behavioural Styles

Accepting/compliant	Shows a willingness to go along with things and a compliance with expectations.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
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: 25 Sep 2026