Position Description

Vacancy Title: Purchasing Officer
Location: Lautoka
Reports To: Manager Procurement and Stores (v 1.00)

Objective

The Purchasing Officer's role entails procuring goods and services while ensuring that the company, FPG, secures the best value. This includes staying informed about market prices and conducting ongoing research on market trends and products relevant to the company's needs. The role reports to the Team Leader Procurement.

Outcomes

Organisational Stakeholders

1. Internal purchasing process maintained

- Internal purchasing procedures and guidelines maintained
  - Ensure that all received RPOs for processing have the necessary authorizations and complete details, including product specifics, department, and whether it's a replacement or a new item, as well as R&M or Capex.
    - In accordance with company policy, obtain a minimum of three quotes.
  - Every processed order must have the necessary attachments and a justification note on the RPOs.
  - Orders require audit verification and approval before being submitted to the CEO for final authorization.
  - Make certain that negotiated quotes are in line with the company's interests and adhere to policy.
  - Assist with external purchasing clearance and liaising with suppliers.
- Payments and delivery process
  - Negotiate payment terms with suppliers and ensure the delivery date for all advance payments is confirmed before making payments.
  - Obtain a clear delivery status and update the respective department managers on the delivery according to their scheduled plans.
  - Communicate effectively with the payments officer and supplier regarding the procurement and delivery of items.
  - Ensure that the invoice details are precise and match the order, and confirm the receipt of goods or services prior to authorizing payment of invoices.
    - It is also crucial to record transactions accurately in the system.
- Systematic tracking and monitoring of delivery of orders
  - Follow-up on deliveries and update the respective managers until the item is delivered.
  - Follow up on the delivery for all advance payments.
- Weekly reporting
  - Maintain the PC320 report and send updates weekly to the heads of the Finance department.
  - Provide reports on a timely basis detailing the total number of requisitions and outstanding requests, broken down by cost center.
- Purchasing/sourcing
  - Foster a friendly relationship with suppliers to secure items of the highest quality and value.
  - An independent and unbiased approach is required to conduct an inquiry into the product or service needed by the department. This involves negotiating quotes before making the final selection, ensuring that the product or service complies with the requirements.
  - An effective and efficient validation process for all requests is crucial to ensure compliance with Procurement Procedures. This includes confirming that the necessary quotes are obtained, the supplier is registered with the company, and the budget is available for the purchase.

2. FPG operational and statutory compliance

- Statutory compliant to laws and regulations
  - Health and safety compliance
  - Operationally compliant to FPG policies and procedures
    - maintain housekeeping, uphold OHS standards, and adhere to company policies and procedures at all times.
  - Uphold company policies against bribery and corrupt practice.
    - Do not accept gifts or personal favors from suppliers and adhere to the company's policies and procedures.

3. Teamwork and cooperation

- Cooperation within the team and greater Finance function / department
- Cooperation across FPG companies
- Work collaboratively to achieve the set targets and goals of the Finance department.
  - Make positive contributions to the improvement of Finance Stores unit and attend to any other specific requirements from the Finance department heads.
  - Contribute to the successful discharge of the functions of the Finance Department by ensuring that the service provided are delivered efficiently and effectively, and that deadlines and targets are achieved.

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.
Information Analysis	Make informed decisions by collecting and interpreting data and information

Customer

Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Facilitation	Assist the progress of work ensuring its timely and effective completion.
Negotiation	Reach agreement through discussion and compromise.
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.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.

Operational

Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting	

Work Knowledge and Experience

Minimum three years experience in procurement, administration or finance.

Proficiency in Microsoft Office applications, including Excel, Word, and Outlook, is essential.

Hands-on experience with financial accounting software is a significant advantage.

Solid understanding of the purchasing/procurement functions within the finance department of a large company is required.

Strong communication skills are necessary to liaise with both internal and external stakeholders.

Requirements

Language Proficiency

Excellent command of English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All FPG Employees	
External		
	Suppliers	
	Customers	
	Stakeholders of FPG	

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

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

How To Apply

--

Contact for Enquiries

Contact Name: Shagrika Shankar

Contact Email: sshankar@tropik.com.fj

Further Contact Information: --

Closing Date: 16 Oct 2026