



JOB OPPORTUNITIES

The Fiji Sugar Corporation Limited invites applications from suitably qualified, innovative, and self-motivated individuals for the following roles in the Procurement Department.

PROCUREMENT MANAGER

Reporting to the Head of Finance, the Procurement Manager shall be responsible for the following:

- Develop sound, cost-effective strategies for the purchasing of materials used in the mills;
- Maintaining relationships with suppliers while continually scouting for additional vendors;
- Evaluating spending operations while seeking ways to improve and enhance the quality of products purchased and the timeliness of deliveries;
- Communicating with management regularly regarding the efficient flow of goods and services affecting production;
- Conducting cost analysis and setting benchmarks for improvement;
- Developing risk management procedures to mitigate losses in the event of material shortages;
- Supervising the Procurement team and delegating tasks across departments when necessary.

Qualifications/Requirements:

- Bachelor's degree in supply chain management, logistics, or business administration.
- Five years of proven experience managing supply chain operations.
- Experience using supply chain management software and tools, including Oracle, SAP Ariba, and/or Envision.
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
- Highly organized and detail oriented.
- Excellent analytical and problem-solving skills.

STORES SUPERVISOR

Based at Lautoka Mill, the role shall report to the Operations Accountant pertaining to administration matters and Procurement Manager on procurement matters. The duties and responsibilities include:

- Overseeing receipt and verification of incoming shipments; ensures materials are unloaded, stored, and verified according to policy;
- Ensuring that an accurate inventory record of finished goods is maintained in accordance with established procedures;
- Ensuring orderly storage of incoming materials; maintains detailed records of available products and their storage locations;
- Conducting regular inventory checks, random checks on at least a weekly basis, and thorough checks on at least a monthly basis;
- Communicating results of inventory reviews with the Procurement Manager;
- Arranging inter-mill transfers and update the ERP system;
- Ensuring all mill requisitions are processed in a timely fashion and all purchasing to be facilitated as per policy requirements;
- Ensuring all GRN's are processed for payments in a timely manner;
- Maintaining a healthy stock of readily used consumables.

PURCHASING OFFICER

Based at Procurement Department, Lautoka, the role shall report to the Procurement Manager. The duties and responsibilities include the following:

- Obtain quotations, prepares summary, and submit Purchases Orders to successful bidders;
- Monitor Purchase Orders and Request for Quotation status and provide feedback to requestors;
- Generate weekly, fortnightly, and monthly outstanding local Purchase Orders and Mill Purchase Requisition status reports and perform follow ups;
- Address urgent mill requirement as per Corporation's business needs;
- Manage the Local Purchasing team with the Procurement section;
- Ensure that work is carried out in accordance with standard operating procedures, manufacturing recommendations, codes of practice and industrial awards and agreements;
- In consultation with senior management, the incumbent shall be required to undertake strategic review of the purchasing requirements of the Corporation and formulate rationalisation plans and ensure efficient implementation.

Qualifications/Requirements:

- Diploma in supply chain management, finance, logistics, or business administration.
- At least three years of related experience is highly preferred.
- Proficient with Microsoft Office Suite or related software, and software used to maintain inventory.
- Good knowledge of Products, Stock Control, Pricing and Quality Control.

Please visit our website www.sugarsoffiji.com/careers and apply using **FSC Recruitment Portal**.

Applications will only be accepted via the online portal. Emailed and hard copy applications will be disregarded. Only shortlisted applicants will be contacted.

Applications close at **5pm on Saturday, 26 November 2022**.