



JOB DESCRIPTION - STOCK OFFICER

Job Purpose: The Stock Officer reports to Team Leader Administration and maintains proper stock records and office support activities.

Job Summary: We are seeking a dedicated Stock Officer with hands-on experience in inventory management and stock control. The ideal candidate will possess a strong understanding of stock handling procedures, excellent organizational skills, and a proactive approach to maintaining inventory accuracy.

Key Responsibilities:

- **Inventory Management:** Oversee the receipt, storage, and distribution of stock items. Ensure accurate stock levels through regular inventory checks.
- **Stock Control:** Monitor stock movements and conduct regular audits to prevent discrepancies. Identify and report any shortages or excesses.
- **Record Keeping:** Maintain accurate records of stock transactions and inventory levels using manual and/or electronic systems.
- **Team Collaboration:** Work closely with Station or Section Heads, procurement, and other departments to ensure efficient stock handling and fulfillment of orders.
- **Quality Assurance:** Inspect incoming and outgoing stock for quality and compliance with company standards. Address any issues promptly.
- **Safety Compliance:** Adhere to health and safety regulations while handling stock and maintaining the storage area.

Qualifications:

- **Experience:** Proven experience in stock handling or inventory management. Familiarity with stock control systems and processes is preferred.
- **Skills:** Strong attention to detail, organizational skills, and ability to work independently and as part of a team.
- **Communication:** Good verbal and written communication skills for effective collaboration with team members and other departments.
- **Problem-Solving:** Ability to identify issues and implement effective solutions quickly.

Work Environment: This position may require physical activity, including lifting and moving stock items.

REMUNERATION

Remuneration will be commensurate based on an individual's qualifications and experience within the relevant salary band.

WHERE TO SEND YOUR APPLICATION

1. Visit our website www.baf.com.fj to access the **Job Description** and click on the link to apply.
2. Applications are required to submit cover letter, curriculum vitae and at least 2 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 7th February 2025 at 05:00pm.

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

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