



## Stores Officer

Kokomo Private Island Fiji is seeking for experienced personnel as a **Stores Officer** based at Kokomo Private Island, Kadavu who is able to communicate well and very attentive to details that will maintain a smooth operation and control the flow of inventory.

### **Responsibilities**

- **Receiving Deliveries:** Accurately receive all deliveries, inspecting goods for damage and discrepancies.
- **Supplier Liaison:** Communicate with suppliers regarding deliveries and resolve any issues with stock discrepancies.
- **Inventory Records:** Maintain detailed records of stock shortages and surplus items.
- **Inventory Management Systems:** Regularly update inventory management systems to reflect current stock levels.
- **Goods Distribution:** Organize and deliver goods from the store to the respective departments efficiently.
- **FIFO Method:** Implement the First In, First Out (FIFO) method to prevent wastage and near-expiry of stock.
- **Demand Forecasting:** Anticipate demand based on resort occupancy and initiate the reordering process for dry goods, beverages, and general supplies.
- **Quality Control:** Conduct regular quality checks to ensure all supplies meet the resort's standards and comply with health and safety regulations. Address any issues with damaged, expired, or substandard goods promptly.
- **Cleanliness and Order:** Maintain cleanliness and organization of all store areas, including freezer and cooler shelves, floors, dry goods racks, and beverage stores.
- **Routine Inspections:** Conduct daily inspections, schedule freezer/cooler rotations, and perform necessary cleaning tasks to maintain store standards.
- **Record Keeping:** Maintain accurate records of inventory transactions, including delivery notes, invoices, and credit notes.

### **Skills & Qualifications**

- **Experience:** Store management for 2 or more years or a Bachelors of Commerce will be beneficial.
- **Technical Skills:** Basic IT skills and proficiency in inventory management systems and word processing software. Knowledge of Mex Inventory Software is preferred.
- **Organizational Skills:** Exceptional organizational skills with the ability to work methodically and quickly.
- **Time Management:** Excellent time management skills and a strong work ethic.
- **Physical Stamina:** Ability to stand for long hours and lift heavy items as needed.
- **Teamwork and Independence:** Strong teamwork skills with the capability to work.

If you are suitably qualified for one of the above positions and ready to join our team based in Kadavu, please apply.

Send your detailed CV, a cover letter and recent PP size photo  
Via email to

[recruitment@kokomoislandfiji.com](mailto:recruitment@kokomoislandfiji.com)

Only shortlisted applicants will be contacted for an interview.

Applications will close on 23<sup>rd</sup> January, 2026 @ 4pm.