



Procurement Officer

Kokomo Private Island Fiji is seeking experienced personnel as a **Procurement Officer** based at Kokomo Private Island, Kadavu who works in the procurement department and oversees a vital part of the supply chain. Procurement Officer responsibilities include evaluating suppliers, maintaining relationships, approving products, and ensuring the cost-effective procurement of materials, parts, or goods.

Responsibilities

- Follow comprehensive procurement strategies that align with the resort's operational needs and budgetary constraints.
- Conduct market research to identify potential suppliers and trends that can enhance the resort's offerings and cost efficiency.
- Establish and maintain strong relationships with suppliers and vendors.
- Evaluate and select suppliers based on quality, reliability, pricing, and service.
- Negotiate contracts, terms, and conditions with suppliers to secure advantageous terms.
- Assist in the procurement of all goods and services, including food and beverages, maintenance supplies, guest amenities, and other operational needs.
- Ensure timely and accurate ordering, delivery, and stocking of inventory.
- Analyze and maintain an effective inventory management system to track stock levels, forecast needs, and minimize waste.
- Monitor and manage procurement budgets, ensuring adherence to financial plans.
- Identify cost-saving opportunities without compromising on quality or service standards.

Skills

- High level of integrity and ethical standards.
- Strong attention to detail and commitment to excellence.
- Problem-solving skills and the ability to make sound decisions under pressure.
- A proactive and innovative mindset with a passion for continuous improvement.

Qualifications

- Studies in Bachelors of Commerce, Business Administration, Supply Chain Management, or a related field.
- Strong negotiation, communication, and interpersonal skills.
- Excellent organizational and time management abilities.
- Proficiency in procurement software and Microsoft Office Suite.
- Knowledge of sustainability practices and eco-friendly procurement.
- Ability to work independently and as part of a team in a fast-paced environment.

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

Only shortlisted applicants will be contacted for an interview.

Applications will close on 23rd January, 2026 @ 4pm.