



KOKOMO

PRIVATE ISLAND FIJI

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 the above position and ready to join our team, 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 14th April, 2026 @ 4pm.