

### Workshop Clerk:

We, Hyundai Engineering Company, the Engineering Procurement and Construction Contractor for Tina River Hydropower Development Project are looking for Workshop Clerk for our project.

The Workshop Clerk to perform a variety of Workshop Management tasks. Duties of the Workshop Clerk include providing support to our Workshop manager and employees, assisting in daily Workshop needs and will provide Management support services to relevant departments at the Camp site.

### Qualifications:

- Diploma or Bachelor of Business Administration or Bachelor's degree combined with a specialized experience in executing similar job functions.
- Minimum 3 years of relevant professional experience in the Workshop administration and management.
- Knowledge of Proficiency in MS Office, with exceptional knowledge of Excel/Word.
- Working knowledge in Heavy Equipment Mechanical Parts.
- Knowledge of project and task management tools.
- Must have experience in work scheduling and Planning for Heavy Equipment Section.
- Ability to manage a team, build professional skills, and set and monitor tasks and sub-projects.
- Strong interpersonal and communication skills including in a culturally diverse or multi-disciplinary environment.
- Ability to identify and effectively solve problems.
- Must Have Light Vehicle Driving License.

TINA RIVER HYDROPOWER DEVELOPMENT PROJECT, Grass Hill Area, Malango Ward, Guadalcanal Province, Solomon Islands, Tel: TEL: 677-747-3122

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#### Responsibilities:

- Provide full administrative support to the workshop
- Order, Arrange Parts in Stock
- Picking up Parts
- Collating Part Numbers and creating Purchase Requisitions
- Managing the workshop time and Attendance system for Heavy Equipment Operators and Mechanics
- Maintaining Workshop Storage and filing system
- Ordering workshop Stationary and Consumable

#### Employment Preference:

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- Foreigner's
- Workshop Management experience will be an advantage.

#### Contact:

The applicants are required to send a detailed CV with cover letter, educational certificates and experience testimonials to [si20210103@gmail.com](mailto:si20210103@gmail.com) on or before **End of October 2024**.

Short listed candidates shall be called on for interview.

**For more details on the advertised position, call +677-747-3122**