

Procurement Assistant:

We, Hyundai Engineering Company, the Engineering Procurement and Construction Contractor for Tina River Hydropower Development Project (3X5MW) are looking for a Procurement Assistant for our project.

A Procurement Assistant is responsible for Managing Material, Logistic & Procurement with follow all of relating process. Develops appropriate supply chain strategy to maximize company satisfaction at the lowest possible cost. Routinely managing updating a documents all of list Daily, Monthly, Quarterly and Yearly.

Qualifications:

- Higher Degree required in admin/management/logistic or relevant of degree combined with a specialized experience in executing similar job.
- Minimum 3 years of relevant professional experience in the Custom Clearance or procurement management of projects in Hydropower or any overseas project.
- Market searching & managing procurement.
- Managing Logistic process and Material storage.
- Daily Material In/Out Management.
- Adherence to timely delivery of purchasing materials.
- Knowledge of MS Office proficiency with exceptional knowledge of Excel/Word.
- Excellent communication and interpersonal skills.
- Proven ability to direct and coordinate operations.
- Strong organizational and time management skills.
- 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 manage a complex project, work to deadlines and establish procedures for monitoring and reporting.

Responsibilities:

- Manage Material Loading and unloading process.
- Manage a Material in accordance with storage procedure.
- Overseeing arrival of shipments by Sea/air freight.
- Follow-up on logistics Customs clearance.

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

- Local/Overseas Market research and securing an appropriate supply chain according to the required schedule.
- Asset Management of Supplier/contractor/request department material in/out and inventory, etc.
- Planning delivery timetables.
- Ensuring warehouse have enough stock.
- Making sure suppliers have enough stock to meet demand.
- Overseeing the ordering and packaging process.
- Monitoring stock levels.
- Tracking products through depots to make sure they arrive at their destination.

Employment Preference:

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- Foreigners
- MDB project (World Bank, Asian Development Bank) experience holder
- Customs, Procurement or Warehouse 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 on or before **End of August, 2025**.

Short listed candidates shall be called on for interview.

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