

Warehouse Assistant (2 Persons):

Hyundai Engineering Co., Ltd., the EPC Contractor for the Tina River Hydropower Development Project, is seeking a dedicated and organized Warehouse Assistant (2 Persons). The successful candidates will be primarily responsible for supervising the transportation of construction materials and managing fuel tank disbursements. This role requires overseeing inventory flow across day and night shifts to ensure uninterrupted project operations.

Qualifications:

- Education: High School Diploma or Secondary Education certificate (Candidates with a Diploma in a related field are also welcome).
- Experience: At least 1 year of proven experience in warehouse operations, inventory control, or logistics.
- Technical Skills: Competency in MS Office, with a strong focus on using Excel for basic data entry and record-keeping.
- Skills: Good organizational and time management skills, with the ability to handle daily tasks accurately.
- License: Must possess a valid Light Vehicle Driving License.
- Communication: Clear verbal and written communication skills (English proficiency required).
- Attitude: A "hands-on" approach to work, reliability in meeting deadlines, and the ability to work effectively in a team-oriented, diverse environment.
- Availability: Must be willing and able to work in Day and Night rotating shifts as required by the project schedule.

Responsibilities:

1. Material Transportation & Logistics Oversight

- Coordinate and monitor the daily/nightly transportation of construction materials to various site locations.
- Ensure all items reach their intended destinations on time and without shortages.
- Manage vehicle dispatching and track material movement records to maintain logistics efficiency.

2. Fuel Tank & Inventory Management (Core Task)

- **Disbursement Control:** Strictly monitor and record the disbursement (outflow) of fuel from tanks to vehicles and heavy equipment.

- **Stock Monitoring:** Maintain real-time data on fuel levels and coordinate timely replenishment to prevent any operational downtime.
- **Inbound/Outbound Accuracy:** Conduct regular dip testing and meter readings to ensure the accuracy of fuel inventory transactions.

3. Shift Operations & Reporting

- Perform duties in **Day and Night rotating shifts** as required by the project schedule.
- Prepare and submit shift-end reports detailing material movements and fuel consumption during the shift.
- Ensure a smooth hand-over process between day and night teams to maintain continuity.

4. Warehouse Maintenance & Safety

- Organize and maintain the storage area to ensure safety and accessibility.
- Maintain accurate item records and documentation using MS Office (Excel).
- Enforce safety protocols, especially regarding the handling and storage of flammable fuel materials.

Employment Preference:

- Bahomea and Malango region of Guadalcanal Island.
- Solomon Island National.
- Experience in MDB projects (World Bank, Asian Development Bank, etc.).
- Gender-neutral; however, must be highly skilled in MS Office and data management.
- Proficiency in English (both spoken and written) for professional communication and reporting.

Contact:

The applicants are required to send a detailed CV with cover letter, educational certificates and experience testimonials to dhkim0706@hec.co.kr on or before **28th of February 2026**

Short listed candidates shall be called on for interview.

For more details on the advertised position, call or visit: Mr. Dohoon Kim, Contact Number: +677-753-0673 (Whatsapp available)