

General Affairs Officer:

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

The General Affairs Officer to perform a variety of Administrative tasks. General Affairs Officer will provide support to our managers and employees, assisting in daily Administration needs and will provide administration support services to relevant departments.

Qualifications:

- Bachelor of Business Administration/Human Resources or Bachelor's degree combined with a specialized experience in executing similar job functions.
- Minimum 2 years of relevant professional experience in the administration and office management.
- Knowledge of Proficiency in MS Office, with exceptional knowledge of Excel/Word and PowerPoint.
- Knowledge of project and task management tools.
- Must have experience in reviewing and preparing administrative status documents.
- 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.
- Light vehicle Driving License.

Responsibilities:

- Prepare of visa exemptions, and work permits for Expats.
- Assist with Driving Licenses for company Employee's.
- Management of company Vehicle (Light and heavy) insurance documents and assist with worker's compensation insurance.
- Assist with monthly payments (NPF, PAYE, HCC, and GP), and other company payments.
- Banking of Foreigner's and Local Salary.
- Book Business travel arrangements for Expats.

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

- Management and payment of office suppliers.
- Organize and schedule appointments.
- Preparation of Admin monthly reports.
- Develop and maintain a filing company protocol/system.
- Update and maintain office policies and procedures.

Employment Preference:

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- MDB project (World Bank, Asian Development Bank) experience holder
- HR 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 **24th of July 2026**.

Shortlisted candidates shall be called on for an interview.