

Document Controller(Construction):

We, Hyundai Engineering Company, the Engineering Procurement and Construction Contractor for Tina River Hydropower Development Project (3X5MW) are looking for Document Controller.

Document Controller shall manage and prepare the documents to be submitted within/out of the organization. Further, Document Controllers shall oversee documents for this project. They ensure the proper documents are created, signed and delivered with accuracy, stored and backed up as per retention policies and confidentiality.

Qualifications:

- Associate degree or higher in Computer Science, Business Administration, Civil Engineering, Legal or similar field
- Minimum of 3 years' experience in document or records management
- Basic understanding of construction documents and document management system
- Advanced knowledge in the use of web-based tools, MS Outlook, WORD, Excel, Access and PowerPoint
- Knowledge of regulatory frameworks of Solomon Islands will be an added advantage.

Responsibilities:

- Control and log the documents in the document Management System.
- Review and update technical documents
- Distribution and transmittal project documents to internal teams and Subcontractor
- Create templates for future use
- Retrieve files as requested by employees and clients
- Maintain confidentiality around sensitive information and terms of agreement
- Manage and prepare the documents to be submitted to the external parties, Employer and Employer's Representative regularly as per the requirements of the project documents, especially, EPC Contract and Environmental and Social Management Plans.
- Organize conference call/meetings/appointments

Employment Preference:

- Women
- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- MDB project (World Bank, Asian Development Bank) experience holder

TINA RIVER HYDROPOWER DEVELOPMENT PROJECT, 1st floor, Capital Park, Room No. 29, Honiara, Guadalcanal, Solomon Islands, TEL: 677-744-0582

- Civil part experience will be an advantage.

Contact:

The applicants are required to send a detailed CV with cover letter, educational certificates and experience testimonials to hojune.lee@hec.co.kr on or before **End of December**.

Short listed candidates shall be called on for interview.

For more details on the advertised position, call or visit: Mr. Leem Song Gyu, Project Control Manager, Contact Number: +677-753-0674