

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

Admin Assistant:

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

The Admin Assistant will perform a variety of administrative and clerical tasks. Duties of the Admin Assistant includes provide support to our managers and employees, assist in daily office needs and manage our company general administrative activities.

Qualifications:

- Diploma or Bachelor's Degree in Business Administration, management or related relevant field combined with experience in similar job.
- Minimum 1 year of relevant professional experience in the administration and office management.
- Proficiency in MS Office with exceptional knowledge in Excel, PowerPoint and work Document.
- Experience in reviewing and preparing of official documents
- A knowledge of PAYE Tax, NPF and HCC Information.
- Ability to manage a team, build professional skills, set and monitor tasks for sub-projects.
- Strong interpersonal and communication skills including in a culturally diverse or multi-disciplinary environment.
- Ability to manage a complex project, work to meet deadlines and establish procedures for monitoring and reporting.

Responsibilities:

- Liaise with manager and senior administrative assistants to handle company employee's requests and queries.
- Assist in Local and Foreign Salary.
- Assist with monthly payments such as PAYE Tax, NPF, HCC and GP
- Organize and prepare casual worker payments.
- Assist Assistant Accountant whenever need regarding company payments.
- Develop and maintain a filing company protocol/system.
- Order office supplies and research new deals and suppliers.
- Act as the point of contact for internal and external clients.
- Answer office direct phone calls.

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Employment Preference:

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- HR/Administration 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 **19th of January 2024**.

Short listed candidates shall be called on for interview.

For more details on the advertised position, call or visit: Ms. Tina Hou, Contact Number: +677-747-3122