

Warehouse Officer:

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

Warehouse Officer (Who) is in charge of inventory in a warehouse or similar space. Responsible to create schedules, monitor stock levels at the warehouse and know when to replenish stock. Warehouse Officer is focused on time, making sure every item of stock gets to its destination on time, and that there are no shortages on shelves. Depending on the job, warehouse officer may have similar duties to a scheduler or logistician. To oversee and coordinate the daily warehousing activities. But not limited to the above, will perform other related duties as requires.

Qualifications:

- Bachelor in logistics, supply chain management or business administration in a related field or in executing similar job functions.
- At least 3 years of experience in the logistics, warehouse or inventory field, plus demonstrated management qualifications might suffice.
- Proven warehouse experience
- Highly effective supervisory skills and techniques
- Knowledge of MS Office proficiency with exceptional knowledge of Excel/Word and PowerPoint.
- Ability to input, retrieve and analyze data
- Hands-on commitment to getting the job done
- 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
- Light vehicle Driving License at least

Responsibilities:

- Measure and report the effectiveness of warehousing activities
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations
- Interface to answer questions or solve problems
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments
- Any other task assigned by the supervisor.

Employment Preference:

- Solomon Island National
- MDB project (World Bank, Asian Development Bank) experience holder
- Regardless of gender, someone who can handle MS Office well
- English Proficient (Conversation, Communication)

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 **31st of January 2024**.

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)