

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

Document Controller:

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

The Document Controller will receive dispatch and file all project-related documents such as letters, reports and other technical and non-technical documents in accordance with project and company protocols.

Qualifications

- A Diploma in Business Administration, Diploma in Computer Science or similar field
- Have a pertinent professional work experience in a similar field (12 months or more).
- Excellent knowledge of Microsoft Excel, Word, and PowerPoint.
- Excellent knowledge of English reading and writing.
- Ability to organize and preserve paper documents and electronic documents.
- Effective communication with coworkers across the different departments including cultural diversity.
- Reliable and good work attendance person.
- Ability to multitask

Responsibilities

- Receiving, reviewing, and distributing incoming documents.
- Scan and upload documents to the company's Document Space procedure.
- Collect, register and distribute all technical documents such as drawings, specifications, etc. And stored in the Company Document Space procedure.
- Review and update documents for maintenance and quality control in accordance with company and project requirements.
- Keep each department updated on new document versions and how to obtain access.
- Handle records across various departments, Clients and subcontractors.
- Establish and maintain record retention timelines policy and follow up with each department for a timely response.
- Reports to the Project Control Manager
- Maintain project drawing/document distribution records in hard copy and soft copy format.

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- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records.
- Maintaining effective communication channels to address document-related queries or issues
- Preparing and updating various logs and registers

Employment Preference

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National

Contact

The applicants are required to send a detailed CV with a cover letter, educational certificates and experience testimonials to 201056S@hec.co.kr on or before **09th of March 2024**.

Short listed candidates shall be called on for interview.

For more details on the advertised position, call or visit: Mr. Yogeshparam Muthulingam, contact number +677-775-0075