

Hyundai Engineering Company with its branch in Police is seeking the candidates for Administration Department with “can do spirit” to deliver excellent results. This is opportunity to become a part of an international team with the goal to build the very modern plant in Police, work with the English language and experience working with a company that is known world-wide. We are offering a challenging positions and the opportunity to gain prestigious experience.

We are currently looking for :

Document Controllers

The tasks of a Document Controller :

- Assisting the Administration department management in daily tasks
- Providing operations support and documentation support for Managers
- Taking care of various documentation regarding the project
- contacting various companies and local authorities
- reporting on daily activities during the work day
- translating documents from Polish to English
- scanning and collecting documents into binders

We encourage all potential employees to send their CV **in English** to the given e-mail address : egat_recruit@hec.co.kr

Feel free to contact us : 513 720 423

