



JOB VACANCY

# WE'RE HIRING

## Senior Contracts & Project Administrator

Engineering / Projects | Honiara



### ABOUT THE ROLE

Island Enterprises Ltd is seeking a **highly capable and proactive** professional to support our Engineering Division.

This role is responsible for **contracts, project coordination, and cost tracking** to ensure projects are delivered efficiently and profitably.

### REQUIREMENTS

- ✓ 3–5+ years' experience in contracts or project administration
- ✓ Strong understanding of project costing and commercial processes
- ✓ High attention to detail and strong organisational skills
- ✓ Proficiency in Microsoft Excel and Office applications
- ✓ Proactive mindset with ability to take ownership

### KEY RESPONSIBILITIES

-  Manage contracts, variations & documentation
-  Track project costs, budgets & performance
-  Support tenders, pricing & job setup
-  Assist with invoicing, claims & reporting
-  Coordinate with engineers, suppliers & management
-  Maintain accurate project records

### WHY JOIN IEL?



Be part of a locally owned company shaping the future of engineering in Solomon Islands



Work in a high-impact role with real responsibility



Opportunity for career growth and development

APPLY NOW 



Send your CV & Cover Letter to:  
[personnel@ielsi.com.sb](mailto:personnel@ielsi.com.sb)



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APPLICATIONS CLOSE  
**15th MAY 2026**

*Only shortlisted applicants will be contacted.*