



SARAWAK OIL PALMS BERHAD
GROUP OF COMPANIES

JOB VACANCIES

Sarawak Oil Palms Berhad & its subsidiaries would like to invite all qualified & interested applicants to apply for the following career opportunities:-

1. ESTATE MANAGER

- To Be Based In Estate Locations

Requirements:

- **POSSESS** at least a Degree / Diploma in Agricultural Science / Forestry / Plantation Management
- **MINIMUM** 6 (six) years of working experience in Executive and/or Managerial role in oil palm plantation
- **STRONG** in controlling all aspects of estate works including manpower, agricultural practices, FFB production, management of cost of production, budgeting accounts & estate office procedures

2. ADMIN MANAGER

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Degree in Business Administration, Management or related field
- **MINIMUM** 5 (five) years of working experience in Executive and/or Managerial role in related field
- **STRONG** in problem solving, critical thinking, interpersonal, verbal & written communication skills
- **EXCEPTIONAL** leadership & time, task & resource management skills
- **SELF-MOTIVATED** with high integrity & ability to work independently

3. MECHANIZATION MANAGER / SR. MECHANIZATION ASSISTANT MANAGER

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Degree in Mechanical Engineering / Automotive Engineering
- **MINIMUM** 3 (three) years of working experience in various production, crop evacuation, irrigation & harvesting equipment
- **ABLE** to analyze opportunities to enhance the roles of agricultural mechanization in sustainable agricultural intensification
- **ABLE** to implement, monitor and evaluate agricultural mechanization programs & projects to increase its efficiency & productivity
- **MUST BE** willing to travel frequently to rural locations

4. CONSERVATION MANAGER / SR. CONSERVATION EXECUTIVE

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Degree or Diploma in Agricultural Science / Forestry / Plantation Management
- **MINIMUM** 3 (three) years of working experience with conservation agriculture knowledge & familiarity in RSPO Certification & Compliance process
- **STRONG** vocational interest in nature conservation
- **STRONG** skills in planning & implementing schemes aimed at protecting, managing & improving natural habitats and also increasing awareness of conservation in the community
- **MUST BE** willing to travel frequently to rural locations

5. TRANSPORT MANAGER / ASST. TRANSPORT MANAGER

- To Be Based in Bintulu Central Workshop

Requirements:

- **POSSESS** at least a Degree in Mechanical & Automotive Engineering / Diploma / Certificate in Logistics Management or any engineering discipline
- **MINIMUM** 3 (three) years of working experience in the related field

6. ASSISTANT MILL ENGINEER

- To Be Based In Mill Locations

Requirements:

- **POSSESS** at least a Degree or Diploma in Mechanical / Chemical / Electrical Engineering with preferably minimum 3 (three) years of working experience in Palm Oil Refinery / Mechanical / Palm Oil Milling
- **MUST BE** prepared to work in rural locations
- **ABILITY** to speak in Mandarin would be an added advantage
- **FRESH** graduates are encouraged to apply for **MANAGEMENT TRAINEE (ENGINEER)** position

7. RISK MANAGEMENT EXECUTIVE

- To Be Based in Head Office, Miri

Requirements:

- **POSSESS** at least a Degree in Business Administration / Accounting / Finance or any other related field
- **PREFERABLY** at least 1 (one) year of internal & external auditing working experience
- **ASSIST** in ongoing development & implementation of an enterprise-wide risk management framework of the group inclusive of identification, assurance, evaluation, treatment & monitoring of risks to the group
- **EXCELLENT** command of spoken and written English with a flair for report writing
- **EXCELLENT** communication, interpersonal skills and ability to interact with people from all levels
- **FRESH** graduates are encouraged to apply for **MANAGEMENT TRAINEE (RISK MANAGEMENT)** position

8. CONTRACT PROCUREMENT EXECUTIVE

- To Be Based in Head Office, Miri

Requirements:

- **POSSESS** at least a Degree in Business Administration / Finance or business related field
- **PREFERABLY** at least 3 (three) years of working experience in the related field is required for this position
- **RESPONSIBLE** to source for materials or services from vendors/contractors and ensure all the criteria are met according to the end-users requirements
- **ACCOUNTING** knowledge would be an added advantage
- **ABILITY** to multi-task, meet critical deadlines and perform under pressure.
- **FRESH** graduates are encouraged to apply for **MANAGEMENT TRAINEE (CONTRACT PROCUREMENT)** position

9. ENVIRONMENTAL OFFICER

- To Be Based in Head Office, Miri

Requirements:

- **POSSESS** at least a Bachelor or Master Degree in Environmental Science, Environmental Law or other related discipline from recognised institution or universities
- **FAMILIARITY** with Environmental Quality Act requirements & environmental management and/or Social Science
- **ABLE** to develop & implement environmental strategies & action plans that ensure corporate sustainable initiatives are carried out
- **ABLE** to audit, analyse & report environmental performance of the company
- **MUST BE** willing to travel frequently to rural locations
- **FRESH** graduates are encouraged to apply

10. IT SUPPORT EXECUTIVE

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Degree in Computer Studies / Information Technology or equivalent with preferably at least 1 (one) year of related working experience
- **KNOWLEDGE** and hands-on experience in supporting & troubleshooting Microsoft Windows OS desktop & Microsoft Windows Server / Hyper-V virtualization, Microsoft SQL Database, HPE/Ubiquiti/Engenius router & switch networking environment
- **ABILITY** to work independently with minimum supervision
- **MUST BE** well versed in English & Bahasa Malaysia
- **MUST BE** willing to travel to rural locations
- **FRESH** graduates are encouraged to apply

11. PUBLIC RELATIONS EXECUTIVE

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Diploma / Degree in Public Relations & Communications / Marketing / Mass Communication / Journalism / Advertising / Media or related discipline
- **MINIMUM 2** (two) years of working experience in advertising / event management or media industries
- **MUST** have good interpersonal skills & able to work independently under minimal supervision as well as in a team
- **EXCELLENT** writing, communication & presentation skills with good command of English & Bahasa Malaysia
- **MUST BE** willing to travel to rural locations
- **ABILITY** to speak & write in Mandarin would be an added advantage

12. FIELD SUPERVISOR

- To Be Based In Estate Locations

Requirements:

- **POSSESS** at least a SPM / STPM / SAVTI / Institute Pertanian Sarawak Certificate / ISP Certificates
- **MINIMUM** of 5 credits including Bahasa Malaysia, English & Mathematics is required for SPM holders
- **WILLING** to learn, self-motivated & have high degree of discipline
- **FRESH** school leavers are encouraged to apply
- **3 MONTHS TRAINING** (Induction Plantation Program) will be provided for all successful candidates

13. INTERNAL AUDIT ASSISTANT

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Diploma in any field
- **ABLE** to conduct & assist in audits on estate / mill / workshops / etc. on a regular basis & report of any non-compliances to management
- **GOOD** verbal & written communication skills
- **ABLE** to be a team player and work independently
- **ABLE** to travel for assigned work from time to time

14. IT SUPPORT ASSISTANT

- To Be Based In Head Office, Miri

Requirements:

- **POSSESS** at least a Degree or Diploma in Computer Studies / Information Technology or equivalent with preferably at least 1 (one) year of related working experience
- **KNOWLEDGE** and hands-on experience in supporting & troubleshooting Windows OS desktop & Windows Server network environment, computer hardware assembly & diagnose basic computer, printer & network issues
- **FRESH** graduates are encouraged to apply

15. FITTER

- To Be Based In Metanik Palm Oil Mill

Requirements:

- **POSSESS** a Certificate in Welding / Mechanical / Fitting or equivalent from technical institute with preferably at least 3 (three) years of related working experience
- **ABLE** to do fitting, repairing and welding for plant machinery
- **FRESH** graduates are encouraged to apply for **JR. FITTER** position

16. SR. MECHANIC / MECHANIC

- To Be Based In Bintulu Central Workshop / Estate Workshop / Mill Workshop

Requirements:

- **POSSESS** at least a Vocational / MLVK / Certificate / Diploma in Automotive Engineering
- **MINIMUM 2** (two) years of working experience in diagnosing, repairing & replacing components for Agricultural Tractor, Trucks or Light Vehicles

17. MIXER TRUCK DRIVER

- To Be Based In Batching Plant

Requirements:

- **MINIMUM** SPM qualification with at least 1 (one) - 2 (two) years of truck driving experience
- **POSSESS** a valid driver's license (E) with a GDL permit.
- **ABLE** to drive long distance from time to time

- i) Interested candidates are invited to submit a detailed resume stating qualification, experience & expected salaries attached together with academic certificates and results at the following link:-
 - a) Recruitment Email Address: sop.hr-recruitment@sopb.com.my
 - b) SOPB Resume Deposit: <http://www.sop.com.my/career/deposit-resume/>
 - c) MYFutureJobs: www.myfuturejobs.gov.my
- ii) Only shortlisted candidates will be contacted for interviews.

Sarawak Oil Palms Berhad (7949-M)

No.124-126, Jalan Bendahara, P.O. Box 547, 98007 Miri, Sarawak.

Website: www.sop.com.my

E-mail: sop.hr-recruitment@sopb.com.my

