



JOB VACANCY

In line with our expansion programme, we invite dynamic individuals and suitable candidates to apply for the following positions:-

<p><u>1. PROJECT MANAGER</u> Requirements:</p> <ul style="list-style-type: none"> • Possess minimum a Degree in Mechanical/Chemical/Project Engineering or equivalent. • Minimum 3 years experiences in a similar capacity preferably with exposure to project implementation. • Good leadership skills in overall project operations and management. • Good interpersonal and communication skills • Able to work independently under minimum supervision and willing to travel 	<p><u>2. PROJECT ENGINEER</u> Requirements :</p> <ul style="list-style-type: none"> • Possess minimum a Degree in Mechanical or equivalent. • At least 3 years experiences in bio-fuel related field. • Good interpersonal and communication skills with ability to interact with people at all levels • Able to work independently under minimum supervision
<p><u>3. GENERAL MANAGER (PROPERTY)</u> Requirement:</p> <ul style="list-style-type: none"> • Possess minimum a Degree in Civil Engineering or equivalent • Minimum 5 years working experience in related field. • To look after property division both operation/construction & marketing • Goal oriented, good interpersonal and communication skills and able to liaise effectively with authorities, consultant and contractors. • Able to work independently under minimum supervision and willing to travel 	<p><u>4. INTERNAL AUDIT EXECUTIVE</u> Requirements:</p> <ul style="list-style-type: none"> • Degree / Diploma in accounting, LCCI or equivalent. • Must possess good analytical skills, self motivated and are to work independently. • Good interpersonal skills, able to communicate well in Bahasa Malaysia, English and Mandarin. • Able to work under pressure and tight schedules, willing to travel. • Preferably with work experience in audit firm.
<p><u>5. MAPPING CLERK</u> Requirements:</p> <ul style="list-style-type: none"> • Posses minimum SPM with at least 1 year experience • Good oral and written communication skills • Must possess good analytical skills, self motivated and are to work independently. • Competent with computer applications 	<p><u>6. CONFIDENTIAL SECRETARY</u> Requirements:</p> <ul style="list-style-type: none"> • Minimum 3 years working experience from Secretarial background. • Proficient in both written and spoken English and Bahasa Malaysia. • Good interpersonal and communication skills. • Competent with computer applications. • Pleasant personality, independent and efficient. • Ability to start immediately would be an advantage.
<p><u>7. SALES & MARKETING EXECUTIVES</u> Requirements:</p> <ul style="list-style-type: none"> • Posses minimum a Degree in Business Marketing with at least 3 years experience in a property sales. • Good communication skills and Sales & Customer Service oriented. • Able to liaise effectively with lawyers, relevant authorities and consultant. • Goal oriented, self motivated, resourceful, aggressive, and dedicated. 	<p><u>8. ACCOUNT EXECUTIVES</u> Requirements:</p> <ul style="list-style-type: none"> • Degree in Accountancy from recognized institution or recognized professional accountancy qualification, with at least 2 years relevant experience preferably in a similar industry. • Able to work independently under minimum supervision. • Knowledge of spreadsheet and computerized accounting systems.
<p><u>9. ACCOUNTANT</u> Requirements:</p> <ul style="list-style-type: none"> • Must be members of the Malaysian Institute of Accountant (MIA). • Degree in Accountancy from recognized institution or professional bodies such as CIMA/ 	<p><u>10. ADMIN ASSISTANT/EXECUTIVE</u> Requirements:</p> <ul style="list-style-type: none"> • Degree in any Secretarial/Legal/ Administration or other relevant field with minimum 2 years related working experience in legal firm will be an advantage.

<ul style="list-style-type: none"> • ACCA/ MACPA or equivalent. • At least 3 years working experience in similar capacity. • Possess strong leadership analytical and resourceful. • Ability to work independently and meet reporting deadlines. 	<ul style="list-style-type: none"> • Good command of English & Bahasa Malaysia. • Computer literate
11. HR / ADMINISTRATIVE ASSISTANT Requirements: <ul style="list-style-type: none"> • Diploma Holder with minimum 2 years related working experience. • Experience in office administrative tasks and clerical works will be an advantage. • Good command of Bahasa Malaysia & English and computer literate. • Well versed with Sarawak Labour Ordinance & relevant Government regulations prevailing to the Human Resources practices & legislation • Fresh Degree holders are encouraged to apply 	12. HR / ADMINISTRATIVE EXECUTIVE Requirements: <ul style="list-style-type: none"> • Degree Holder in Business Administration/Human Resource or its related with minimum 2 years working experience. • Good command of Bahasa Malaysia & English both written and verbal and computer literate. • Outspoken, self motivated and able to work with minimum supervision.
13. LORRY DRIVER Requirements: <ul style="list-style-type: none"> • At least SPM Certificate. • Possess in driving license class D, class E, and GDL permit. • Able to understand Bahasa Malaysia and English language. • Preferable experience in driving Prime Mover Oil Tanker/ Trailer. • Work base at Krokop Warehouse. 	14. STOREKEEPER Requirements: <ul style="list-style-type: none"> • Minimum SPM or equivalent; preferably with at least 1 year related working experience. • Able to maintain accurate stock inventory record, ensure efficient & smooth operations of the store. • Self motivated and have high degree of discipline. • Good spoken and written in Bahasa Malaysia and English. • Computer literate.
15. QUANTITY SURVEYOR Requirements: <ul style="list-style-type: none"> • Degree in Quantity Surveying • Preferable 1 or 2 years experience in Quantity Taking Off, Cost Estimation and Contract Administration. 	16. OFFICE BOY CUM DRIVER Requirements: <ul style="list-style-type: none"> • At least 1 year related working experience in dispatch job. • Possess driving license (D, GDL) and motorcycle license.
17. MANAGEMENT TRAINEES (ENGINEERING) Requirements: <ul style="list-style-type: none"> • Preferably possess a Degree / Diploma in Mechanical Engineering or other engineering discipline. • Must be prepared to work in rural conditions. • Able to work under pressure. • Fresh graduates are encouraged to apply. 	18. FIELD SUPERVISOR Requirements: <ul style="list-style-type: none"> • Possess SPM / STPM / SAVTI / Institute Pertanian Semengok Certificate / ISP Certificates. • Must be prepared to work in rural conditions. • Good command of English and Bahasa Malaysia. • Willing to learn, self-motivated lots of initiative and have high degree of discipline.

Interested candidates are invited to write in giving full personal / academic details, copies of relevant certificates, testimonials, employment history, current and expected salaries, telephone contact and recent passport-sized photograph (n.r) before **25th May 2014**. Only shortlisted candidates will be contacted for interviews.

Group Chief Executive Officer
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: recruitment@sop.com.my