



## SARAWAK OIL PALMS BERHAD GROUP OF COMPANIES

### JOB VACANCY

In line with our expansion programme, we would like to invite dynamic and suitable individuals to join us on board for the following positions:-

#### **1. MANAGER (INSURANCE DIVISION)**

**Responsibilities:**

- Responsible for the full spectrum of Insurance Division functions.
- Well versed in both General & Life Insurance.
- Responsible for the review, development & implementation of procedures and process to improve the operational efficiency of the division.
- Responsible to advice the Management on the insurance coverage procurement for the best interest of the Company.
- Responsible to coordinate, monitor and review claim process from notification, survey with adjuster, and documentation until full settlement.
- Responsible to ensure Standard Operating Procedures on all types of insurances matter i.e Claims, Compliance, Legal etc
- Responsible to ensure all matters relating to insurance benefits of the employees are in order.
- Responsible to ensure all claims process is followed and settlement within the stipulated time frame.
- Responsible to ensure all outstanding matters and matters agreed upon with the insurer is done.

**Requirements:**

- Possess at least Bachelor's Degree, Post Graduate Diploma, Professional Degree, Insurance/Business Studies/Administration/Management or equivalent.
- Minimum 4 to 5 years working experience in related field.
- Preferably Managers specializing in Insurance.
- Good organizing skills and managerial capabilities.
- Dynamic, trustworthy, resourceful and highly-motivated in the performance of job tasks.

#### **2. MANAGEMENT TRAINEE (ADMINISTRATION)**

**Requirements:**

- Preferably possess a Degree / Diploma in Business Studies/Administration or equivalent.
- Willing to learn.
- Able to work under pressure.
- Fresh graduates are encouraged to apply.

#### **3. FLEET TRANSPORT IN-CHARGE** *(Based in Galasah Central Workshop)*

**Requirements:**

- Preferably with technical background with few years experience in managing fleet operation.
- Capable of planning daily schedules / drivers arrangement / monitor fleet maintenance, driver performance and productivity.
- Able to attend to the fleet breakdown / accident involve and handling driver grievances / welfare.

#### **4. SAFETY & HEALTH OFFICER** *(Based in Bintulu)*

**Requirements:**

- Diploma/Certificate in Occupational Safety & Health from any institution/body/organization that is recognized by NIOSH & DOSH
- Candidate must possess and registered with the Department of Occupational Safety & Health
- 2-3 years experience in Safety, Health & Environment related functions & system management
- Oversee, maintain & improve the company's Safety, Health & Environment management system
- Conduct risk assessment process for the organization
- Promote & implement Safety, Health & Environment programmes, safety awareness & trainings

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 **31<sup>st</sup> July 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](http://www.sop.com.my)

E-mail: [recruitment@sop.com.my](mailto:recruitment@sop.com.my)



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#### **1. PROJECT ENGINEER (Based in Bintulu and Miri)**

Requirements:

- Possess Degree in Civil Engineering or equivalent.
- 2 to 3 years of working experiences in civil and structural works.
- Well knowledge on contractor in building or infrastructural works.
- Able to liaise effectively with clients, consultant and authorities on all technical and site issues.
- Good interpersonal and communication skills with ability to interact with people at all levels.
- 2 vacancies – 1 vacancy preferable local resident in **Bintulu** and another vacancy is in **Miri**.

#### **2. SITE SUPERVISOR (Based in Bintulu)**

Requirements:

- Possess Diploma in Building/Civil Engineering.
- Preferably with 2 years of working experiences in the site supervision work or similar field.
- 2 vacancies - Preferable local resident in **Bintulu**.

#### **3. PURCHASING ASSISTANT (Based in Miri)**

Requirements:

- Minimum Diploma holder.
- Fresh graduate or with at least 1 year related working experience & knowledge will be an added advantage.
- Strong administrative, negotiating skills and purchasing support will be an advantage.
- Good command of English & Bahasa Malaysia.
- Computer literate.

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 **9<sup>th</sup> August 2014**. Only shortlisted candidates will be contacted for interviews.

**Group Chief Executive Officer**

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