



**SARAWAK OIL PALMS BERHAD**  
GROUP OF COMPANIES

## JOB VACANCY

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

<u>JOB POSITION</u>	<u>REQUIREMENTS</u>
<b>PROJECT ENGINEER</b> <i>1 Vacancy in Bintulu</i> <i>1 Vacancy in Miri</i>	<ul style="list-style-type: none"> <li>• Possess Degree in Civil Engineering or equivalent with minimum CGPA 3.00.</li> <li>• 2 to 3 years of working experiences in civil and structural works.</li> <li>• Well knowledge on contractor in building or infrastructural works.</li> <li>• Able to liaise effectively with clients, consultant and authorities on all technical and site issues.</li> <li>• Good interpersonal and communication skills with ability to interact with people at all levels.</li> <li>• Preferable local resident in <b><u>Bintulu</u></b> or <b><u>Miri</u></b>.</li> </ul>
<b>SITE SUPERVISOR</b> <i>2 Vacancies in Bintulu</i>	<ul style="list-style-type: none"> <li>• Possess Diploma in Building/Civil Engineering with minimum CGPA 2.50.</li> <li>• Preferably with 2 years of working experiences in the site supervision work or similar field.</li> <li>• Preferable local resident in <b><u>Bintulu</u></b>.</li> </ul>
<b>MANAGEMENT TRAINEE (ENGINEERING)</b>	<ul style="list-style-type: none"> <li>• Possess a Degree in Mechanical or other engineering discipline with minimum CGPA 3.00.</li> <li>• Able to work under pressure.</li> <li>• Fresh graduate are encouraged to apply.</li> </ul>
<b>RESEARCH SUPERVISOR</b> <i>Based in Lambir</i>	<ul style="list-style-type: none"> <li>• Minimum SPM or STPM with 4 Credit / Full pass.</li> <li>• Preferable with Science / Chemistry background.</li> <li>• Willing to travel to estates.</li> <li>• Able to work under pressure.</li> </ul>
<b>ADMIN EXECUTIVE</b> <i>Based in Lambir</i>	<ul style="list-style-type: none"> <li>• Possess Degree in Business Studies/ Administration/ Hotel Management or equivalent with minimum CGPA 3.00.</li> <li>• 2 to 3 years of working experiences in relevant field.</li> <li>• Willing to work at SOP Lambir Training Centre.</li> </ul>

<p><b>FLEET TRANSPORT IN-CHARGE</b>  <i>Based in Galasah Main Central Workshop</i></p>	<ul style="list-style-type: none"> <li>• Preferably with technical background with few years experience in managing fleet operation.</li> <li>• Capable of planning daily schedules / drivers arrangement / monitor fleet maintenance, driver performance and productivity.</li> <li>• Able to attend to the fleet breakdown / accident involve and handling driver grievances / welfare.</li> </ul>
<p><b>GENERAL DRIVER</b>  <i>Based in Galasah Main Central Workshop</i></p>	<ul style="list-style-type: none"> <li>• Possess Class D / GDL driving license.</li> <li>• Preferable experience in driving Prime Mover Oil Tanker/ Trailer.</li> <li>• Training will be provided for those without experience.</li> </ul>
<p><b>FIELD SUPERVISOR</b></p>	<ul style="list-style-type: none"> <li>⑩ Possess SPM / STPM / SAVTI / Institute Pertanian Semenguk Certificate / ISP Certificates with full pass at least 3 papers.</li> <li>⑩ Must be prepared to work in rural conditions.</li> <li>⑩ Good command of English and Bahasa Malaysia.</li> <li>⑩ Willing to learn, self-motivated, lots of initiative and have high degree of discipline.</li> </ul>
<p><b>INTERNAL AUDIT EXECUTIVE / ASSISTANT</b></p>	<ul style="list-style-type: none"> <li>⑩ Degree / Diploma in accounting, LCCI or equivalent.</li> <li>⑩ Must possess good analytical skills, self motivated and are to work independently.</li> <li>⑩ Good interpersonal skills, able to communicate well in Bahasa Malaysia and English.</li> <li>⑩ Able to work under pressure and tight schedules, willing to travel.</li> </ul>
<p><b>HR Clerk</b></p>	<ul style="list-style-type: none"> <li>⑩ Minimum SPM or STPM with 4 Credit / Full pass</li> <li>⑩ Good command of English and Bahasa Malaysia.</li> <li>⑩ Experience in office administrative tasks and clerical works would be an advantage.</li> <li>⑩ Good interpersonal and communication skills.</li> </ul>