



## **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. GENERAL MANAGER (PROPERTY DIVISION) (1 Position) – Based in Miri**

##### **Responsibilities:**

- Responsible for planning, developing and implementing all sales and marketing programmes in support of the Group's sales and profit goals.
- Supervise, direct and control the activities of the sales department to support the achievement of the Group's sales and profit goals.
- Develop and implement sales and marketing policies and procedures to ensure proper and effective sales service is provided to customers.
- Overall planning, implementation, execution and completion of sections of project to ensure successful completion of the projects.
- Lead and coordinate works amongst the project team.
- Monitor market and economic trends and recommend alternative marketing strategies to exploit market conditions.

##### **Requirements:**

- Possess at minimum a relevant Degree with at least 10 years & above experience with proven track record in a similar function.
- Experienced with property developers, managing high-rise residential and commercial development is an added advantage.
- Minimum 5 to 10 years experiences in a similar capacity preferably with exposure to high rise residential/commercial project management.
- Results-oriented and have leadership quality to lead a dynamic and aggressive team.
- Highly motivated, resourceful, aggressive, and dedicated.

#### **2. PROJECT MANAGER (PROPERTY DIVISION) (1 Position) – Based in Miri**

##### **Responsibilities:**

- To manage assigned projects and is responsible for the smooth operations and progress of each project.
- Participate in planning of project schedule (from implementation to completion).
- Oversee the timely implementation, progress and completion of assigned projects and ensure that they are carried out in the most cost-effective manner at the highest quality and in compliance with approved project specification.
- Work closely with the architectural team in the development of project concept plan and detailed design.

##### **Requirements:**

- Possess minimum a Degree in Civil or Structural Engineering/ M&E/ Architecture/ Materials/ Quantity Surveying/ Geotechnical Engineering or equivalent.
- Minimum 5 to 10 years experiences in a similar capacity preferably with exposure to high rise residential/commercial project management.
- Capable of managing multi tasks within a project including site organization, planning, execution, monitoring, safety and quality implementation.
- Good leadership skills in overall project site operations and management.  
Good interpersonal and communication skills and able to liaise effectively with authorities, consultant and contractors.

### **3. ADMINISTRATION MANAGER (1 Position) – Based in Miri**

#### **Responsibilities:**

- Manages office admin matters such as ensure office facilities is sufficient to provide a good working environment by ensuring the maintenance of the office/building is taken care of, cleanliness, sufficient tools available for staff to work with, up keep of stationeries and facilities, appropriate decoration, storage and filing area and system is implemented and staff welfare is take care.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Play a supervisory role that inculcates discipline and company's culture within the workforce of the department. Also define a clear job description and KPI standard for each of the workforce.
- Active in cost control measure with creative and effective ways to reduce expenses within the organization especially on daily operation matters, initiate ways and projects to reduce daily operating cost.
- Develop PR strategies, campaigns, and initiatives to improve public perception of the company.

#### **Requirements:**

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies/Administration/Management or equivalent.
- At least 6 year(s) of working experience in the related field is required for this position.
- Must be computer literate with Microsoft Office Package.
- Resourceful, self-motivated with high integrity in the performance of job tasks.
- Willingness to work long hours when necessary to ensure work flow is done within deadline.
- Must be able to deal independently with other parties providing effective solutions when necessary. Must have good analytical, effective communication skills and able to work well with all parties.
- Must have a high level of professionalism, honesty, and excellent work ethics.
- Have the ability to follow up on all matters upholding the policies and procedures of the Company at all times.
- Able to converse and write well in English and Bahasa Malaysia. Able to communicate in Mandarin is an added advantage though not essential.

### **4. INTERNAL AUDIT EXECUTIVE (1 Position) – Based in Miri**

#### **Responsibilities:**

- Responsible for routine audit to ensure compliance with the Company's policies, internal control, procedures and related law and regulations.
- Plan and conduct audit assignments and ensure completion of assignments in conformance with plan schedules.
- Prepare audit report on each audit assignment and make recommendations for corrective action and conduct follow-up audit.
- Able to deliver value-added audit recommendations for process improvement.
- Participate in any other ad hoc audits or projects assigned.

#### **Requirements:**

- Candidate must possess at least a Bachelor's Degree in Accounting or any professional accountancy qualification.
- Minimum of one to two years of internal or external auditing experience.
- Self-motivated with the ability to work independently and in a team environment.
- Good interpersonal, oral and written communication skills with strong analytical ability.
- Willing and able to travel for assigned work.

### **5. SALES & MARKETING EXECUTIVE (1 Position) – Based in Miri**

#### **Responsibilities:**

- Attend to potential purchasers, tenants and corporate buyers and provide information on their enquiries.
- Maintain liaison with lawyers, purchasers and tenants on all matters pertaining to the preparation and signing of Sales Purchase Agreement and Tenancy Agreement including follow up on down payment and stamping status.
- Provide guidance and advice to purchasers on loan application process and procedures to assist purchasers with all requirements for smooth loan processing.
- Apply and renew licenses and permits from Housing Ministry, Local Authorities and other relevant statutory bodies.
- Any other duties as instructed from time to time by the Sales Manager.

Requirements:

- Posses minimum a Degree in Business Marketing with at least 3 years' experience in a similar function.
- Good communication skills and Sales & Customer Service oriented.
- Able to liaise effectively with lawyers, relevant authorities and consultant.
- Self motivated, resourceful, aggressive, and dedicated.

**6. SAFETY & HEALTH OFFICER (1 Position) – Based in Bintulu**

Responsibilities:

- Enforce a safe work environment and control accidental losses in the plant through safety management to prevent fatality, disabling injuries and property damage.
- Oversee, maintain & improve the company's Safety, Health & Environment management system.
- To advice employer on the safety and health measures at the work place.
- Ensure the work area operates in full compliance with Safety and Health rules, procedures and legislation.
- Report, investigate and address promptly the substandard acts and conditions in the plant.
- Conduct risk assessment process for the organization.
- Promote & implement Safety, Health & Environment programmes, safety awareness & trainings/
- Provide leadership in the promotion of work safety culture and the implementation of all safety systems / measures to ensure a safe work environment in the plant.
- Monitor accident / incident investigation processes to ensure all incidents are reported and investigated promptly whereby causes are determined with implementation of corrective actions to prevent recurrence.
- To collect, analyse and maintain statistics or any accident, dangerous occurrence, occupational poisoning and disease which have occurred at the work place.

Requirements:

- Diploma / Certificate in Occupational Safety & Health from any institution /body/organization that is recognized by NIOSH & DOSH.
- Candidate must possess a Green Book and registered with the Department of Occupational Safety & Health.
- 3-4 years' experience in Safety, Health & Environment related functions & system management.
- Familiar with OSHA requirements and knowledgeable in safety practices.

**7. ANALYST PROGRAMMER (1 Position) – Based in Miri**

Responsibilities:

- Gather and analyze requirements from end users and stakeholders.
- Design software based on requirements.
- Code according to specification with emphasis in object oriented principles.
- Conduct software testing such as unit test and integration test.
- Build and deploy software to production servers.
- Maintain existing software by fixing bugs, implement new features and performance tuning.
- Prepare documentation such as requirements, design specification and user guide.
- Provide training and support to end users.
- Configure server and database.

Requirements:

- Degree in Computer Science / Information System or any related field.
- 1 or 2 years' working experience in programming would be an added advantage.
- Ability to work both independently and as part of the team.
- Demonstrated ability to work with end users to determine exact requirements.

**8. SYSTEM SUPPORT / SYSTEM TESTER (1 Position) – Based in Miri**

Requirements:

- Diploma or Degree in Computer Science / Information System or any related field.
- An excellent problem solver with strong analytical skills.
- Understand system requirements and usage of software.
- Able to prepare user guide and training for end users.

**9. IT ASSISTANT (1 Position) – Based in Miri**

Requirements:

- Diploma Holder with minimum 2 years related working experience.
- Good command of English & Bahasa Malaysia.
- Extensive travelling to operation offices is required for this position.

**10. ACCOUNT ASSISTANT (1 Position) – Based in Miri**

## Requirements:

- Diploma in Accounting / C.A.T or ACCA finalist.
- Preferably with related working experience.
- Knowledge of spreadsheet and computerized accounting systems.
- Fresh Degree holders in Accounting are encouraged to apply.

**11. MILL ENGINEER / ASSISTANT MILL ENGINEER**

## Requirements:

- Preferably possess a Degree in Mechanical Engineering.
- Successful attended PORIM/ MPOB Diploma in Palm Oil Milling Technology.
- Possesses minimum Second Grade Steam Engineer, Competency Certificate.
- At least 5 years' working experience in palm oil mill.
- Must be prepared to work in rural conditions.

**12. CHEMICAL ENGINEER**

## Requirements:

- Degree in Chemical Engineering or other engineering discipline.
- Working experience in downstream operation industry will be an advantage.

**13. ELECTRONIC & ELECTRICAL ENGINEER**

## Requirements:

- Degree in Electronic & Electrical Engineering or other engineering discipline.
- Working experience in downstream operation industry will be an advantage.

**14. MECHANICAL ENGINEER**

## Requirements:

- Degree in Mechanical Engineering or other engineering discipline.
- Working experience in downstream operation industry will be an advantage.

**15. LEGAL ASSISTANT (1 Position) – Based in Kuching**

## Requirements:

- Diploma Holder with minimum 2 years related working experience in legal firm will be an advantage.
- Good command of English & Bahasa Malaysia.
- Computer literate.

**16. ADMINISTRATION ASSISTANT (INSURANCE) (1 Position) – Based in Kuching**

## Requirements:

- Possess a Diploma / Degree in Business Administration or other related discipline.
- Minimum 2 years' working experience in Insurance Industry.
- Fresh graduated are encourage to apply.

**17. RECEPTIONIST CUM ADMINISTRATION CLERK (1 Position) – Based in Kuching**

## Requirements:

- Minimum SPM / STPM qualification.
- Good command of English and Bahasa Malaysia and computer literate.
- Good interpersonal and communication skills.

**18. OFFICE BOY CUM DRIVER (1 Position) – Based in Kuching**

## Requirements:

- At least 2 years related working experience in dispatch job.
- Possess driving license and motorcycle license.

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 **11<sup>th</sup> October 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: [sopbhr.recruitment@sop.com.my](mailto:sopbhr.recruitment@sop.com.my)