



## SARAWAK OIL PALMS BERHAD GROUP OF COMPANIES

### JOB VACANCY

Sarawak Oil Palms Berhad, best-known as SOPB is the pioneer of the commercial oil palms planting in Sarawak. Owing the largest plantation spheres and primarily involved in the cultivation of oil palms and the operation oil palms mills and recently embarked into properties line, SOPB Group offers various career opportunities in its whole business areas. As the public listed Company in Bursa Malaysia, SOPB is aspiring to be the preferred employer.

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. 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 laws 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.

#### **2. 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.

#### **3. 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.

#### **4. ADMINISTRATIVE ASSISTANT (2 Positions) – Based in Miri/Bintulu**

##### **Requirements:**

- Candidate must possess Degree / Diploma in any discipline.
- Experience in office administrative tasks and clerical works will be an added advantage.
- Good command of Bahasa Malaysia & English and computer literate.
- Preferably candidates with basic knowledge of Information Technology / IT background.

#### **5. PURCHASING ASSISTANT (3 Positions) – Based in Miri/Bintulu**

**Requirements:**

- Minimum MCE/SPM/STPM or Diploma holder.
- Preferably with at least 1 year related working experience.
- Experience in clerical work & other office administrative tasks will be an advantage.
- Good command of English & Bahasa Malaysia, and computer literate.
- Good communication and interpersonal skill.

#### **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 / 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. STORE CLERK (1 Position) – Based in Bintulu**

**Requirements:**

- 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.

#### **8. TRANSPORT MANAGER / ASSISTANT TRANSPORT MANAGER (1 Position) – Based in Central Workshop, Bintulu**

**Responsibilities:**

- Manage daily trip planning and allocation according to plan schedule.
- Monitoring fleet movement / fuel consumption record.
- Monitoring driver performance, productivity and driver's arrangement.
- Coordinate with internal and external clients to ensure high level of efficiency is achieved.

**Requirements:**

- Candidate must possess Diploma / Certificate in Logistics Management or any engineering discipline.
- At least 3 year(s) of working experience in the related field is required for this position.
- 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.
- Able to converse and write well in English and Bahasa Malaysia. Able to communicate in Mandarin is an added advantage though not essential.

#### **9. MANAGEMENT TRAINEE (ENGINEERING) – Based in Central Workshop, Bintulu**

**Requirements:**

- Preferably possess a Degree in Mechanical / Automotive Engineering.
- Ability to work both independently and as part of the team.
- Fresh graduates are encourage to apply.

**10. FLEET TRANSPORT COORDINATOR (1 Position) – Based in Central Workshop, Bintulu**

Requirements:

- Technical background and well-versed in logistic control.
- At least 2 years experience managing a portfolio of fleet vehicles.

**11. FABRICATION FOREMAN (1 Position) – Based in Central Workshop, Bintulu**

Requirements:

- Technical background in Fabrication or Welding.
- Knowledge of refurbish machines, vehicle chassis/ frame reinforcement and fabricate mechanisation equipment.

**12. AUTO ELECTRICIAN (1 Position) – Based in Central Workshop, Bintulu**

Requirements:

- Minimum Diploma / Certificate in Electrical & Electronic / Automotive Electrical & Wiring discipline.
- Self motivated and have high degree of discipline.
- Ability to work both independently and as part of the team.

**13. SENIOR WELDER / WELDER (1 Position) – Based in Central Workshop, Bintulu / Estate Workshop**

Requirements:

- Minimum 5 years experience in Electric Arc Welding.
- Preferably possesses trade school or vocational school certificates.
- Fresh graduates are encouraged to apply for **Junior Welders**.

**14. SENIOR MECHANIC / MECHANIC (5 Positions) – Based in Central Workshop, Bintulu / Estate Workshop**

Requirements:

- Vocational / MLVK / Certificate in Automotive Engineering for technical institute.
- At least 5 to 7 years related working experience.
- Must be prepared to work in rural conditions.

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 a recent passport-sized photograph (n.r) before **21<sup>st</sup> November 2014**. Only shortlisted candidates will be contacted for interviews.

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