



SARAWAK OIL PALMS BERHAD GROUP OF COMPANIES

JOB VACANCIES

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. ACCOUNTANT – Based in Miri

Requirements:

- Must be members of the Malaysian Institute of Accountant (MIA).
- Degree in Accountancy from recognized institution or professional bodies such as CIMA/ 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.

2. HR/ADMIN EXECUTIVE – Based in Miri

Requirements:

- Degree Holder in Human Resource Management with minimum 2 years related working experience.
- Well versed with Sarawak Labour Ordinance & relevant Government regulations prevailing to the Human Resources practices & legislation.
- Good communication and analytical skills.
- Good command of Bahasa Malaysia & English both written and verbal & computer literate.
- Self-motivated and able to work with minimum supervision.

3. LEGAL ASSISTANT – Based in Miri

Requirements:

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

4. ACCOUNTS ASSISTANT – 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.

5. IT ASSISTANT – 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.

6. ADMIN ASSISTANT – Based in Miri

Requirements:

- Degree /Diploma in any Secretarial/Administration or other relevant field.
- Good command of English & Bahasa Malaysia.
- Computer literate.
- Fresh graduates are encouraged to apply.

7. STORE CLERK – 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 – 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.

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 **20th January 2015**. Only shortlisted candidates will be contacted for interviews.

Group Chief Executive Officer
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