



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. ACCOUNTS EXECUTIVE – Based in Miri

Requirements:

- Degree in Accountancy from recognized institution or recognized professional accountancy qualification, with at least 2 years relevant experience preferably in a similar industry.
- Able to work independently under minimum supervision.
- Knowledge of spreadsheet and computerized accounting systems.

3. ACCOUNTS ASSISTANT / ACCOUNTS CLERK – 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.

4. 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.

5. SAFETY & HEALTH OFFICER – Based in Miri

Requirements:

- Diploma/Certificate in Occupational Safety & Health from any institution/body/organization that is recognized by NIOSH & DOSH.
- Green Book holder.
- 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.

6. MANAGEMENT TRAINEE (ENGINEERING)

Requirements:

- Preferably possess a Degree in Mechanical / Electrical / Chemical Engineering or other engineering discipline.
- Must be prepared to work in rural conditions.
- Able to work under pressure.
- Fresh graduates are encouraged to apply.

7. MILL SUPERVISOR

Requirements:

- Possess Diploma in Mechanical / Electrical / Chemical Engineering or other engineering discipline.
- Must be prepared to work in rural conditions.
- Able to work under pressure.
- Fresh graduates are encouraged to apply.

8. MANAGEMENT TRAINEE (PLANTATION) – Various Locations

Requirements:

- Minimum requirements possess a Diploma in agriculture or related field.
- Must be prepared to work in rural conditions.
- Company offers attractive remuneration package.
- Fresh graduates are encouraged to apply.

9. FIELD SUPERVISOR (PLANTATION) – Various Locations

Requirements:

- Possess SPM / STPM / SAVTI / Institute Pertanian Semenguk Certificate / ISP Certificates.
- Must be prepared to work in rural conditions.
- Good command of English and Bahasa Malaysia.
- Willing to learn, self-motivated, lots of initiative and have high degree of discipline.

10. 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 **6th February 2015**. Only shortlisted candidates will be contacted for interviews.

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