



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. ADMINISTRATION MANAGER Requirements: <ul style="list-style-type: none">• Possess at least a Degree in Administration/ Management or other related discipline.• At least 3 years of working experience in the related field is required for this position.• Ability to multi-task, meet critical deadlines and perform under pressure.• Must have good analytical, effective communication skills and interpersonal skills.• Must have a high level of professionalism, honesty, integrity and excellent work ethics.	2. PR MANAGER Requirements: <ul style="list-style-type: none">• Possess at least a Degree in PR/ Communications or other related discipline.• At least 3 years of working experience in the related field is required for this position.• Possess a professional and pleasant personality with strong people skills.• Energetic, organized with good time management skills and the ability to multi-task.• Support the Group's PR strategy development and key messages to ensure the consistency across the Group.• Excellent command of both written and spoken English and Bahasa Malaysia.
3. MANAGEMENT TRAINEE (ENGINEERING) Requirements: <ul style="list-style-type: none">• Possess a Degree in Mechanical/ Chemical/ Electrical or other engineering discipline.• Working experience in palm oil milling industry will be an advantage.• Must be prepared to work in rural conditions.• Able to work under pressure.• Fresh graduates are encouraged to apply.	4. ENVIRONMENTAL OFFICER Requirements: <ul style="list-style-type: none">• Possess a Degree in Environmental Engineering/ Environmental Science or other related discipline.• Must be willing to travel to rural areas.• Must be familiar with Environmental Quality Act requirements and environmental management.• Good sense of urgency and able to work under pressure.• Preferably with candidates specializing in Sustainability.
5. SAFETY & HEALTH OFFICER Requirements: <ul style="list-style-type: none">• Possess a Diploma/ Certificate in Occupational Safety & Health from any institution/ body/ organization that is recognized by NIOSH & DOSH.• Must be a Green Book holder.• Must possess and registered with the Department of Occupational Safety & Health.• 2-3 years of working 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. LANDSCAPE ASSISTANT Requirements: <ul style="list-style-type: none">• Possess at least a Diploma/ Certificate in Landscape Architect or any related discipline.• Preferably with 2 years of working experience in the related field.• Must be prepared to work in rural conditions.• To assist in landscaping related work in order to ensure project meets stipulated requirements.• Able to work independently, under pressure and within tight deadlines.

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 **5th April 2015**. Only shortlisted candidates will be contacted for interviews.

Group Chief Executive Officer
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