



## 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:**

- 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. TRANSPORT MANAGER / ASSISTANT TRANSPORT MANAGER** - Based in Central Workshop, Bintulu

**Requirements:**

- Candidate must possess Diploma/ Certificate in Logistics Management or any engineering discipline.
- At least 3 years 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.

#### **3. CONTRACT PROCUREMENT EXECUTIVE**

**Requirements:**

- Possess at least a Degree in Business Administration, Finance or business related field.
- At least 3 years of working experience in the related field is required for this position.
- Accounting knowledge would be an added advantage.
- 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.

#### **4. SAFETY & HEALTH OFFICER**

**Requirements:**

- 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.

#### **5. SALES & MARKETING EXECUTIVE** - Based in Miri

**Requirements:**

- Possess a Degree/ Diploma in Marketing, Business Administration or a related discipline.
- At least 3 years working experience in property sales & marketing.
- Experience in marketing residential developments and/ or major commercial developments will be an added advantage.
- Willing to work on weekends and/ or public holidays.
- Excellent in communication and interpersonal skills.
- 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. SECURITY OFFICER**

Requirements:

- Possess at least a Degree holder.
- Malaysian, preferable 18 years old and above.
- Good command of English & Bahasa Malaysia.
- On the job training is provided.
- Willing to learn, self-motivated, lots of initiative and have high degree of discipline.
- Able to work independently, under pressure and within tight deadlines.
- Must be prepared to work in rural conditions.

**7. HR/ADMIN ASSISTANT - Based in Miri**

Requirements:

- Possess a Diploma/ Degree in Business Administration or other related discipline.
- Preferably with at least 1 year related working experience.
- Experience in clerical work & other office administrative tasks would be an added advantage.
- Good command of English & Bahasa Malaysia, and computer literate.
- Good communication and interpersonal skill.
- Fresh graduates are encouraged to apply.

**8. PURCHASING ASSISTANT - Based in Miri**

Requirements:

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

**9. LANDSCAPE ASSISTANT**

Requirements:

- 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.

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)