



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. 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.

7. 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.

8. 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.

9. STATISTIC ASSISTANT - Based in Miri

Requirements:

- Possess at least a Diploma holder.
- Preferably with at least 1 year related working experience.
- Familiar with statistical software, possess good data entry and word processing skills, and be able to create charts and graphs.
- Able to demonstrate analytical and mathematical skill.
- Good command of English & Bahasa Malaysia, and computer literate.
- Fresh graduates are encouraged to apply.

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
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