



## **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. MANAGER (INSURANCE DIVISION)**

Requirements:

- Possess at least Bachelor's Degree, Post Graduate Diploma, Professional Degree, Insurance/ Business Studies/ Administration/ Management or equivalent.
- Preferably 4-5 years working experience as Managers in Insurance industry.
- Broad knowledge of insurance is required for this position.
- Good organizing skills and managerial capabilities.
- Dynamic, trustworthy, resourceful and highly-motivated in the performance of job tasks.

#### **2. ACCOUNTANT**

Requirements:

- Must be members of the Malaysian Institute of Accountant (MIA).
- Possess a 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.

#### **3. MANAGEMENT TRAINEE (ENGINEERING)**

Requirements:

- Possess a Degree in Mechanical/ Chemical/ Electrical or other engineering discipline.
- Working experience in palm oil milling industry would be an added advantage.
- Must be prepared to work in rural conditions.
- Able to work under pressure.
- Fresh graduates are encouraged to apply.

#### **4. MANAGEMENT TRAINEE (PLANTATION)**

Requirements:

- Minimum requirements possess a Diploma in agriculture or related field.
- Good command of English and Bahasa Malaysia.
- Willing to learn, self-motivated, lots of initiative and have high degree of discipline.
- Company offers attractive remuneration package.
- Fresh graduates are encouraged to apply.
- Must be prepared to work in rural conditions.

#### **5. ADMINISTRATION EXECUTIVE**

Requirements:

- Possess at least a Degree in Administration/ Management or other related discipline.
- At least 2 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.

**6. 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.

**7. TRADE OPERATIONS EXECUTIVE**

## Requirements:

- Possess at least a Degree holder.
- Preferably with 2 years of working experience in shipping industry.
- Knowledge of shipping coordination & documentations is required for this position.
- Self-motivated, resourceful, aggressive, and dedicated.
- Ability to multi-task, meet critical deadlines and perform under pressure.
- Must have good analytical, effective communication skills and interpersonal skills.
- Able to work independently, under pressure and within tight deadlines.
- Fresh graduates are encouraged to apply.

**8. SALESMAN – CONSUMER PRODUCTS**

## Requirements:

- Possess at least O level/ SPM or equivalent.
- At least 3-5 years of working experience in selling fast moving consumer goods.
- Preferably with experience in selling cooking oil and have good contact with wholesaler.
- 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.

**9. SALES & MARKETING EXECUTIVE (PROPERTY DIVISION)**

## 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.

**10. INTERNAL AUDIT EXECUTIVE / ASSISTANT**

## Requirements:

- Possess at least a Degree holder.
- At least 1-2 years of internal or external auditing experience.
- Self-motivated, resourceful, aggressive, and dedicated.
- Able to work independently, under pressure and within tight deadlines.
- Must have good analytical, effective communication skills and interpersonal skills.
- Willing and able to travel for assigned work.
- Fresh graduates are encouraged to apply.

**11. 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.

**12. STATISTIC ASSISTANT**

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.

**13. FIELD SUPERVISOR**

Requirements:

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

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). Only shortlisted candidates will be contacted for interviews.

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)