



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. SENIOR MANAGER (GROUP SUPPORT AND SERVICES)

Requirements:

- Possess at least a Degree holder.
- Preferably 8-10 years of working experience as Manager in related field.
- Able to coordinate and supervise internal and external operations for organizations.
- Excellent communication numeracy and report writing skills.
- Excellent in developing and implementing the execution plan and framework.
- Good organizing skills and managerial capabilities.
- Possess strong leadership, analytical and resourceful.
- Dynamic, trustworthy and highly- motivated in the performance of job tasks.
- Able to work under pressure.

2. 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.

3. 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.

4. 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.

5. 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.

6. ADMINISTRATION EXECUTIVE (CORPORATE)

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.

7. 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.

8. 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.

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. PURCHASING EXECUTIVE – Based in Kuching

Requirements:

- Possess a Degree / Diploma in related field or other disciplines.
- Must have at least 2 to 3 years of related working experience in clerical work & other office administrative tasks.
- Knowledge in vehicle, machinery & mill spare parts.
- Good command of English & Bahasa Malaysia.
- Computer literate.
- Self-motivated, lots of initiative and have high degree of disciplines.
- Interested in challenging job condition and able to work under pressure.

11. HR/ADMIN ASSISTANT

Requirements:

- Possess a Diploma 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.

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. 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.

14. 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.

15. 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.

16. RECEPTIONIST – Based in Kuching

Requirements:

- Minimum SPM / STPM qualification.
- Front line experience would be an added advantage.
- Good command of Bahasa Malaysia & English and computer literate.
- Good interpersonal and communication skills.

17. OFFICE BOY CUM DRIVER – Based in Kuching

Requirements:

- Minimum SPM qualification.
- At least 2 years related working experience in dispatch job.
- Possess driving license and motorcycle license.

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

E-mail: sopbhr.recruitment@sop.com.my