



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. GENERAL MANAGER (PROPERTY DIVISION)

Requirements:

- Candidate must be in a position of currently managing a sizable sales budget (RM 1 billion per annum or above)
- At least ten (10) years relevant working experience with a minimum of five (5) years in a senior management position.
- Preferably a university degree or equivalent.
- Established and diverse media contacts in both national and local print, TV, radio and digital media outlets
- Strategic planning and analysis
- Brand management including market research
- Strong training and presentation skills
- Excellent negotiation and sales skills.
- Must be prepared for significant travelling and time away from family.

3. MANAGER (INSURANCE DIVISION)

Requirements:

- Possess at least Bachelor's Degree, Post Graduate Diploma, Professional Degree, Insurance/ Business Studies/ Administration/ Management or equivalent.
- Preferably 6-8 years working experience as Managers in Insurance industry.
- Experience in handling Liability Insurance and Marine Insurance Claims would be an added advantage.
- Good organizing skills, dynamic, trustworthy and highly-motivated in the performance of job tasks.

4. 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.

5. IT NETWORK & SERVICING MANAGER

Requirements:

- Possess minimum Bachelor Degree in Network Engineering or related studies.
- Must possessed minimum 5 years hands-on experience in various enterprise network equipment configuration and management
- Service oriented, proven ability to deliver quality service and meeting expectation of all stakeholders (meeting expected turnaround time).
- Preferably with hands-on experience in Windows Servers, VM Ware, SAP Basis, setting policies IT security, implement and enforcing them, exposure in dealing with IT security crisis and ability to manage high volumes of connectivity of no less than 40 offices across business region.
- Capable to lead a team of professionals and optimize resources available to reduce costs.
- Self-motivated, resourceful, aggressive, dynamic and dedicated.
- Strong command of English language both spoken and written is essential.
- Willingness to travel extensively

6. SENIOR QUANTITY SURVEYOR

Requirements;

- Possess Bachelor Degree, Post Graduate Diploma, and Professional Degree in Quantity Surveying or equivalent.
- Minimum 7 years of working experience in property development.
- Ability to estimate and monitor construction costs, from the feasibility stage of a project.
- A team player, strong sense of responsibility, effective communication, interpersonal skills, able to work under minimum supervision, good time management, and budget handling skills.
- Computer literate in MS Office applications, good contract administration, and ability to draft contractual letters.
- Knowledge in using AutoCad System is an added advantage.

7. QUANTITY SURVEYOR/JUNIOR QUANTITY SURVEYOR

Requirements;

- Possess a Diploma, Advanced/Higher/Graduate Diploma and Bachelor Degree in Quantity Survey or equivalent.
- Preferable 3 years working experience in Quantity Taking Off, Cost Estimation and Contract Administration.
- Excellent communication and negotiating skills, budget handling skills, good knowledge of construction methods and materials.
- Computer knowledge in MS Office applications and knowledge in using AutoCad System is an advantage.
- A team player, proactive, systematic, and result oriented with high level commitment to meet project deliverables.

8. JUNIOR PROGRAMMER

Requirements:

- Possess a Bachelor Degree in Information Technology (IT).
- At least 2 years full time programming experience but fresh graduate with excellent results and exceptional ability in programming task will be considered.
- Possess strong .NET programming background, MVC pattern in particular, proficiency in LinQ & SQL, self-starter, team player and must be willing attach in operation offices when required.

9. 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.

10. PURCHASING EXECUTIVE – Based in Bintulu & Miri

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.
- Preferably male.

11. 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.

12. 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.

13. ACCOUNTS EXECUTIVE – Based in Miri

Requirements:

- Possess a Degree in Accountancy from recognized institution or recognized professional accountancy qualification.
- Able to work independently under minimum supervision.
- Knowledge of spreadsheet and computerized accounting systems.
- Fresh graduate are encouraged to apply.

14. UAV EXECUTIVE/UAV TECHNICIAN

Requirements:

- Possess at least SPM/STPM qualification with relevant working experience and Diploma/Degree holders are encouraged to apply.
- Must have skill & experience in assembling and flying radio-controlled fixed wing aeroplanes.
- Willing to travel, stay and work rural conditions for an extended period of time.
- Must be computer or IT literate.
- Knowledge in land surveying/ mapping/ GIS is an added advantage.

15. GPS SUPERVISOR/GPS OPERATOR

Requirements:

- Possess at least SPM/STPM, Certificate/Diploma in Geomatics/Land Surveying or GIS, Diploma holders in other technical fields are also encouraged to apply.
- Must be IT literate with knowledge in land surveying, Geographic Information System (GIS) and mapping.
- Basic knowledge of the functions and operations of a GPS receiver is a must.
- Willing to travel, stay and work in rural conditions for an extended period of time.

16. IT SUPPORT

Requirements:

- Possess minimum Diploma or higher in Information Technology (IT).
- Minimum 2 years working experiences in related position is required.
- Possessed experience in maintaining and configuring enterprise network equipment such as managed switches, routers and firewall.
- Able to troubleshoot equipment fault, find solution and ability to get things done efficiently in a timely manner.
- Willing for extensive travelling to operation offices in most cases requires overnight stay.
- Ability to communicate with all levels of users, conduct users training, self-starter and must be a team player.

17. SYSTEM SUPPORT

Requirements:

- Possess minimum Diploma or higher in Information Technology (IT).
- At least 1 year working experience in providing first level system support role and preferably with call center exposure.
- Proficiency in SQL, ability to communicate with all level of users, good problem solving skills, conduct user trainings, self-starter, team player and extensive travelling to operation offices are required for this position.

18. ACCOUNTS ASSISTANT/ ACCOUNTS CLERK

Requirements:

- Possess minimum SPM/STPM/LCCI Certificates/Diploma in Accounting / C.A.T or ACCA finalist.
- Preferably with related working experience.
- Knowledge of spreadsheet and computerized accounting systems.

19. OFFICE BOY CUM DRIVER – Based in Miri & Kuching

Requirements:

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

20. SECURITY GUARD / AUXILIARY POLICE

Requirements:

- Minimum SPM qualification with at least 1 pass.
- Preferable 18 to 35 years old with relevant working experience.
- Good in health condition; Minimum height of 5' 2" & chest width of 31".
- Able to work on shift.
- Ex-police are encouraged to apply as **Auxiliary Police**.

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.

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