



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. HEAD OF CORPORATE 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. INSURANCE MANAGER

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. TRANSPORT MANAGER – To be 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.

5. 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.

6. R&D CHEMIST – To Be Based In Bintulu

Requirements:

- Holding a Bachelor's Degree/ Master's Degree in Chemistry or any related discipline, and with minimum of 3 years of working experience preferably in phytonutrients industry.
- Hands on experience in good laboratory practice, safety system and chemical management.
- Good planning, organisation and prioritisation skills to ensure test deliverables are met.

7. NUTRITIONIST – To Be Based in Bintulu

Requirements:

- Recognised Degree in Food Technology/Nutrition/Dietetics or equivalent and with minimum of 3 years of working experience in similar field.
- Good networking with key opinion leaders in medical industry.
- Independent and mobile to travel outstation.

8. CORPORATE SENIOR LEGAL EXECUTIVE

Requirements:

- Possess at least a Bachelor's Degree, Post Graduate Diploma, in Law or equivalent.
- At least 3 years of working experience in corporate law/ legal exposure especially in handling legal issue, contract negotiation and business arrangement.
- Discretion in handling confidential material, and high level of comfort liaising and interacting with directors, senior executives and other stakeholders.

9. FLEET TRANSPORT COORDINATOR (TRANSPORTATION) – To be Based in Bintulu Central Workshop

Requirements:

- Possess at least a Diploma/ Certificate holder.
- Preferably with technical background and well - versed in logistic control.
- At least 2 years of experience in managing fleet operation.
- Capable of planning daily schedules/ drivers' arrangement/ monitor fleet maintenance, driver performance and productivity.

10. 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.

11. 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.

12. PURCHASING EXECUTIVE – To Be Based in Bintulu**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.

13. 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.

14. 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.

15. ACCOUNTS EXECUTIVE**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.

16. UAV EXECUTIVE/UAV TECHNICIAN**Requirements:**

- Possess at least SPM/UEC//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.

17. OPERATIONS EXECUTIVE – To Be Based in Bintulu**Requirements:**

- Degree in Business Administration/ Supply Chain/ Logistic Management or other disciplines.
- 3 to 5 years of related working experience in Manufacturing industry or other related functions.
- Familiar with custom procedures and regulations, experience in handling/ dealing with different government agencies & knowledge in shipping/ freight forwarding/ transportation.
- Good command of spoken and written Bahasa Malaysia and English and also computer literate.

18. <u>GPS SUPERVISOR/GPS OPERATOR</u> Requirements: <ul style="list-style-type: none"> • Possess at least SPM/UEC/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.
19. <u>ACCOUNTS ASSISTANT/ ACCOUNTS CLERK</u> Requirements: <ul style="list-style-type: none"> • Possess minimum SPM/UEC/STPM/LCCI Certificates/Diploma in Accounting / C.A.T or ACCA finalist. • Preferably with related working experience. • Knowledge of spreadsheet and computerized accounting systems.
20. <u>IT CUM ADMIN ASSISTANT – To Be Based In Bintulu</u> Requirements: <ul style="list-style-type: none"> • Diploma in IT or other related discipline. • Minimum 2 years related working experience. • Good command of Bahasa Malaysia & English both written and verbal.
21. <u>ELECTRICIAN – To Be Based in Bintulu</u> Requirements: <ul style="list-style-type: none"> • Diploma/ MLVK/ Certificate in Electrical/ Electronic Engineering. • Preferably with at least 3 years related working experience.
22. <u>WELDER / FITTER – To Be Based in Bintulu</u> Requirements: <ul style="list-style-type: none"> • Vocational / MLVK / Certificate from technical institute. • Preferably with at least 2 years related working experience.
23. <u>OPERATORS – To Be Based in Bintulu</u> Requirements: <ul style="list-style-type: none"> • Minimum SPM/UEC or equivalent. • Good command of spoken and written Bahasa Malaysia and English. • Preferably with experience but training can be provided.
24. <u>LAB ASSISTANT – To Be Based in Bintulu</u> Requirements: <ul style="list-style-type: none"> • Minimum SPM/UEC/STPM or equivalent. • Preferable with experience but training can be provided
25. <u>OFFICE BOY CUM DRIVER – To Be Based in Bintulu</u> Requirements: <ul style="list-style-type: none"> • Minimum SPM/UEC 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) with white background. Only shortlisted candidates will be contacted for interviews.

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