



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. ASSISTANT MANAGER/ SENIOR LEGAL EXECUTIVE

Requirements:

- Possess at least a Bachelor's Degree, Post Graduate Diploma, in Law or equivalent.
- At least 4-6 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.

3. INSURANCE EXECUTIVE – To Be Based in Kuching/Miri

Requirements:

- Possess at least a Bachelor's Degree, Post Graduate Diploma or STPM/SPM.
- Preferably 2-3 years working experience in Insurance industry.
- Possess product knowledge in motor and non-motor insurance.
- Experienced in handling claims would be an added advantage.
- Dynamic, trustworthy, resourceful and highly-motivated in the performance of job tasks.

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.

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