



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

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.

4. 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.

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. 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.
- Preferably male.

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
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