



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.
- Able to work under pressure.

2. ASSISTANT MANAGER/ SENIOR OFFICER (LEGAL DEPARTMENT)

Requirements:

- Possess at least a Bachelor's Degree, Professional Degree, Master's Degree 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. 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. ACCOUNTS EXECUTIVE

Requirements:

- Degree in Accountancy from recognized institution or recognized professional accountancy qualification, with at least 2 years relevant experience preferably in a similar industry.
- Able to work independently under minimum supervision.
- Knowledge of spreadsheet and computerized accounting systems.

5. 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.

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.

7. MILL SUPERVISOR

Requirements:

- Possess Diploma in Mechanical / Electrical / Chemical Engineering or other engineering discipline.
- Must be prepared to work in rural conditions.
- Able to work under pressure.
- Fresh graduates are encouraged to apply

8. HR ASSISTANT

Requirements:

- Possess a Diploma/ Degree in Human Resource Management 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.

9. ADMINISTRATION ASSISTANT

Requirements:

- Possess a Diploma/ Degree 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.

10. ACCOUNTS ASSISTANT

Requirements:

- Diploma in Accounting / C.A.T or ACCA finalist.
- Preferably with related working experience.
- Knowledge of spreadsheet and computerized accounting systems.
- Fresh Degree holders in Accounting are encouraged to apply.

11. IT EXECUTIVE – To Be Based In Bintulu

Requirements:

- Degree in IT or other related discipline.
- Minimum 2 years related working experience.
- Good command of Bahasa Malaysia & English both written and verbal.

12. SHIPPING & LOGISTICS 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 English & Bahasa Malaysia and computer literate.

13. SAFETY & HEALTH OFFICER– To Be Based In Bintulu

Requirements:

- Diploma / Certificate in Occupational Safety & Health from any institution / organization that is recognized by NIOSH & DOSH.
- Green Book holder.
- 5 years' experience in Safety, Health & Environment related functions & system management in project & plant operations.
- Familiar with OSHA requirements and knowledgeable in safety practices.

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)

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