



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. 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.

4. 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.

5. COMPANY SECRETARY

Requirements:

- Possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Secretarial or equivalent.
- Must possess an ICSA qualification and a member of MAICSA.
- Minimum 3 years of relevant working experience.
- Well- versed with the provisions of Companies Act and other related laws and regulations.
- Must have hand- on experience in preparation for and attending shareholders/ board/ management meetings, minutes writing, announcements, reviewing of agreements and other corporate secretarial and compliance works.
- Preferably Executives specializing in Company Secretarial job.
- Able to work independently with minimum supervision.

6. 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

7. 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.

8. 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.

9. 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.

10. 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.

11. 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
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