



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. 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.

4. HR EXECUTIVE

Requirements:

- Possess at least a Degree Holder in Human Resource Management or in any related field with minimum 2 years related working experience.
- Good command of Bahasa Malaysia & English both written and verbal.
- Self-motivated and able to work with minimum supervision.
- Must have good analytical, effective communication skills and interpersonal skills.

5. SECURITY OFFICER

Requirements:

- Possess at least a Degree holder.
- Good command of English & Bahasa Malaysia.
- Willing to learn, self-motivated, lots of initiative and have high degree of discipline.
- Able to work independently, under pressure and within tight deadlines.
- Must be prepared to work in rural conditions.

6. SITE ENGINEER / SITE SUPERVISOR

Requirements:

- Possess a Diploma / Degree in Civil Engineering or any related discipline.
- Preferably with at least 2 years working experience.
- Fresh graduates are encouraged to apply.
- Able to work independently with minimum supervision.

7. PUBLIC RELATIONS OFFICER

Requirements:

- Possess a Diploma / Degree in PR & Communications / Marketing / Mass Communication / Journalism / Advertising / Media or related discipline.
- Minimum 1-2 years working experience in advertising / event management or media industries.
- Must have good interpersonal skills and able to work independently under minimal supervision as well as in a team.
- Excellent writing, communication and presentation skills with good command of English.
- Passionate, creative, a willing worker, goal-oriented with good communication skills and an eye for detail.
- Assist in management of all media events including press conference, briefings, functions and promotional events.
- Assisting with planning, developing and implementation of PR strategies in line with business activities.
- Knowledge in graphic design / photo / videography is an added advantage.

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. SALES ADMINISTRATION ASSISTANT

Requirements:

- Possess a Diploma / Degree in Business Administration or any other related discipline.
- Preferably with at least 1 year related working experience.
- Basic accounting knowledge is an added advantage.
- Good command of English & Bahasa Malaysia, and computer literate.
- Fresh graduates are encouraged to apply.

11. ASSISTANT SAFETY & HEALTH OFFICER

Requirements:

- Possess a Diploma/ Certificate in Occupational Safety & Health from any institution/ body/ organization that is recognized by NIOSH & DOSH.
- 2-3 years of working experience in Safety, Health & Environment related functions & system management.
- Oversee, maintain & improve the company's Safety, Health & Environment management system.
- Conduct risk assessment process for the organization.
- Promote & implement Safety, Health & Environment programmes, safety awareness & trainings.

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.

14. MANAGEMENT TRAINEE (ENGINEERING) – To Be Based In Bintulu

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.

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