



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. 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.

3. INTERNAL AUDIT EXECUTIVE

Requirements:

- Possess at least a Degree holder with at least 1-2 years of internal or external auditing experience.
- Preferably male who are able to work independently, under pressure and within tight deadlines.
- Must have good analytical, effective communication skills and interpersonal skills.
- Willing and able to travel for assigned work.

4. 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.

5. 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.

6. 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.

7. ENVIRONMENTAL OFFICER

Requirements:

- Possess a Degree in Environmental Engineering/ Environmental Science or other related discipline.
- Must be willing to travel to rural areas.
- Must be familiar with Environmental Quality Act requirements and environmental management.
- Good sense of urgency and able to work under pressure.
- Preferably with candidates specializing in Sustainability.

8. 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.

9. OFFICE BOY CUM DRIVER

Requirements:

- Minimum SPM qualification.
- At least 2 years related working experience in dispatch job.
- Possess driving license (D) and motorcycle license (B2).

**10. TRANSPORT MANAGER / MANAGEMENT TRAINEE (WORKSHOP AND TRANSPORTATION)
– To Be Based in Bintulu Central Workshop**

Requirements:

- Candidate must possess a Degree in Mechanical & Automotive Engineering/ Diploma/ Certificate in Logistics Management or any engineering discipline.
- For Transport Manager position, at least 3 years of working experience in the related field.
- For Management Trainee position, fresh graduates are encouraged to apply.
- Keen interest in fleet maintenance, technical and fabrication works.
- Willing to travel and hands on.

11. FOREMAN – To Be Based In Estate Workshop

Requirements:

- Vocational / MLVK / Certificate / Diploma in Automotive Engineering from technical institute.
- At least 5 years hands-on experience.
- Those without technical qualification, over 10 years related working experience may also be considered.
- Able to lead a team of mechanics, parts ordering & control work operation.
- Must be prepared to work in rural conditions.

12. SENIOR MECHANIC / MECHANIC / AUTO MECHANIC– To Be Based In Estate Workshop

Requirements:

- Vocational / MLVK / Certificate in Automotive Engineering for technical institute.
- A least 2 to 7 years related working experience.
- Must be prepared to work in rural conditions.

13. WELDER – To Be Based In Estate Workshop

Requirements:

- Preferably possesses trade school or vocational school certificates.
- Minimum 3 years' experience in Electric Arc Welding.
- Must be prepared to work in rural conditions.

14. <u>SHIPPING & LOGISTICS EXECUTIVE</u>– 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.
15. <u>SAFETY & HEALTH OFFICER</u>– 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.
16. <u>MANAGEMENT TRAINEE (ENGINEERING)</u> – 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.
17. <u>WELDER / FITTER</u> - To Be Based In Bintulu Requirements: • Possess a Vocational / MLVK / Certificate from technical institute. • Preferably with at least 3 years related working experience.
18. <u>ELECTRICIAN</u> – To Be Based In Bintulu Requirements: • Possess a Diploma / MLVK / Certificate in Electrical / Electronic Engineering. • Preferably with at least 3 years related working experience.
19. <u>OPERATOR</u> - To Be Based In Bintulu Requirements: • Minimum SPM or equivalent. • Good command of spoken and written Bahasa Malaysia and English. • Preferably with experience but training can be provided.

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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