



**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. 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. 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.

<p><b>6. <u>ENVIRONMENTAL OFFICER</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Degree in Environmental Engineering/ Environmental Science or other related discipline.</li> <li>• Must be willing to travel to rural areas.</li> <li>• Must be familiar with Environmental Quality Act requirements and environmental management.</li> <li>• Good sense of urgency and able to work under pressure.</li> <li>• Preferably with candidates specializing in Sustainability.</li> </ul>
<p><b>7. <u>ASSISTANT SAFETY &amp; HEALTH OFFICER</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Green Book holder.</li> <li>• Possess a Diploma/ Certificate in Occupational Safety &amp; Health from any institution/ body/ organization that is recognized by NIOSH &amp; DOSH.</li> <li>• 2-3 years of working experience in Safety, Health &amp; Environment related functions &amp; system management.</li> <li>• Oversee, maintain &amp; improve the company's Safety, Health &amp; Environment management system.</li> <li>• Conduct risk assessment process for the organization.</li> <li>• Promote &amp; implement Safety, Health &amp; Environment programmes, safety awareness &amp; trainings.</li> </ul>
<p><b>8. <u>TRANSPORT MANAGER / MANAGEMENT TRAINEE (WORKSHOP AND TRANSPORTATION)</u></b></p> <p><b>– To Be Based in Bintulu Central Workshop</b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Candidate must possess a Degree in Mechanical &amp; Automotive Engineering/ Diploma/ Certificate in Logistics Management or any engineering discipline.</li> <li>• For Transport Manager position, at least 3 years of working experience in the related field.</li> <li>• For Management Trainee position, fresh graduates are encouraged to apply.</li> <li>• Keen interest in fleet maintenance, technical and fabrication works.</li> <li>• Willing to travel and hands on.</li> </ul>
<p><b>9. <u>FOREMAN – To Be Based In Estate Workshop</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Vocational / MLVK / Certificate / Diploma in Automotive Engineering from technical institute.</li> <li>• At least 5 years hands-on experience.</li> <li>• Those without technical qualification, over 10 years related working experience may also be considered.</li> <li>• Able to lead a team of mechanics, parts ordering &amp; control work operation.</li> <li>• Must be prepared to work in rural conditions.</li> </ul>
<p><b>10. <u>SENIOR MECHANIC / MECHANIC / AUTO MECHANIC– To Be Based In Estate Workshop</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Vocational / MLVK / Certificate in Automotive Engineering for technical institute.</li> <li>• A least 2 to 7 years related working experience.</li> <li>• Must be prepared to work in rural conditions.</li> </ul>
<p><b>11. <u>WELDER – To Be Based In Estate Workshop</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Preferably possesses trade school or vocational school certificates.</li> <li>• Minimum 3 years' experience in Electric Arc Welding.</li> <li>• Must be prepared to work in rural conditions.</li> </ul>
<p><b>12. <u>SHIPPING &amp; LOGISTICS EXECUTIVE– To Be Based In Bintulu</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Degree in Business Administration / Supply Chain / Logistic Management or other disciplines.</li> <li>• 3 to 5 years of related working experience in Manufacturing industry or other related functions.</li> <li>• Familiar with custom procedures and regulations, experience in handling / dealing with different government agencies &amp; knowledge in shipping / freight forwarding / transportation.</li> <li>• Good command of English &amp; Bahasa Malaysia and computer literate.</li> </ul>
<p><b>13. <u>MANAGEMENT TRAINEE (ENGINEERING) – To Be Based In Bintulu</u></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Degree in Mechanical/ Chemical/ Electrical or other engineering discipline.</li> <li>• Working experience in palm oil milling industry would be an added advantage.</li> <li>• Must be prepared to work in rural conditions.</li> <li>• Able to work under pressure.</li> <li>• Fresh graduates are encouraged to apply.</li> <li>• Preferably male.</li> </ul>

**14. SAFETY & HEALTH OFFICER – To Be Based In Bintulu**

Requirements:

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

**15. WELDER / FITTER - To Be Based In Bintulu**

Requirements:

- Possess a Vocational / MLVK / Certificate from technical institute.
- Preferably with at least 3 years related working experience.

**16. ELECTRICIAN – To Be Based In Bintulu**

Requirements:

- Possess a Diploma / MLVK / Certificate in Electrical / Electronic Engineering.
- Preferably with at least 3 years related working experience.

**17. OPERATOR - 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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