



## **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. QUALITY CONTROL MANAGER**

Requirements:

- Possess a Degree / Diploma in Agricultural Science / Forestry/ Plantation Management.
- At least 5 - 10 years of hands on working experience and is familiar with field operational management.
- Should possess the ability of formulating and planning budgets, quality control and financial functions.
- Knowledge of Safety and ISO would be an advantage.
- Understanding and excellent skills in the area of QA / QC.
- Strong understanding in process control and statistical analytical tools methods.
- Possess good planning, analytical skills, reliable and able to work with minimum supervision.
- Able to work independently and meet tight schedules.
- Good command in both written & spoken English and Bahasa Malaysia.

#### **2. ANALYSIS PROGRAMMER**

Requirements:

- Possess at least a Bachelor Degree in IT or equivalent.
- Minimum 2 years full time programming experiences, but fresh graduates with excellent results and demonstrate proven programming ability will be considered.
- Must have strong .NET programming background, MVC pattern in particular, proficiency in LinQ & SQL.
- Self-starter, team player and must be willing to be allocated when required.

#### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. 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.

**7. PURCHASING ASSISTANT**

Requirements:

- Possess a Degree / Diploma in related field or other disciplines with at least 1 to 2 years of related working experience in clerical work & other office administrative tasks.
- Good command of English & Bahasa Malaysia.
- Computer literate.
- Self-motivated, lots of initiative and have high degree of disciplines.
- Interested in challenging job condition and able to work under pressure.
- Fresh graduates are encouraged to apply.

**8. SAFETY & HEALTH OFFICER**

Requirements:

- Green Book holder.
- 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.

**9. 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.

**10. TRANSPORT COORDINATOR - To Be Based in Bintulu Central Workshop**

Requirements:

- Possess at least a Diploma/ Certificate holder.
- Preferably with technical background and well - versed in logistic control.
- At least 2 years of experience in managing fleet operation.
- Capable of planning daily schedules/ drivers' arrangement/ monitor fleet maintenance, driver performance and productivity.

**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.

<p><b>14. <u>R&amp;D CHEMIST</u> - To Be Based In Bintulu</b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Degree in Chemistry, Food Science, Food Technology or other related discipline</li> <li>• Interested in R&amp;D and Technical Support.</li> <li>• Good communication skill and report writing.</li> <li>• Minimum 1 year experience with an established research establishment.</li> <li>• Fresh graduates are encouraged to apply.</li> </ul>
<p><b>15. <u>SHIPPING &amp; LOGISTICS EXECUTIVE</u>– To Be Based In Bintulu</b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Degree in Business Administration / Supply Chain / Logistic Management or other disciplines.</li> <li>• More than 3 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>16. <u>SAFETY &amp; HEALTH OFFICER</u> – To Be Based In Bintulu</b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Green Book holder.</li> <li>• Possess Diploma / Certificate in Occupational Safety &amp; Health from any institution / organization that is recognized by NIOSH &amp; DOSH.</li> <li>• More than 5 years' experience in Safety, Health &amp; Environment related functions &amp; system management in project &amp; plant operations.</li> <li>• Familiar with OSHA requirements and knowledgeable in safety practices.</li> </ul>
<p><b>17. <u>WAREHOUSE ASSISTANT</u> - To Be Based In Bintulu</b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Minimum SPM or equivalent</li> <li>• Good command of spoken and written Bahasa Malaysia and English</li> <li>• Preferably with experience but training can be provided.</li> </ul>
<p><b>18. <u>WELDER / FITTER</u> - To Be Based In Bintulu</b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Possess a Vocational / MLVK / Certificate from technical institute.</li> <li>• Preferably with at least 3 years related working experience.</li> </ul>

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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