



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. SENIOR PLANTATION CONTROLLER

Requirements:

- Possess a Degree / Diploma in Agricultural Science / Forestry/ Plantation Management.
- At least 15 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.
- Highly independent, multi-tasking, meticulous, agile, precise and able to evaluate projects or assignments.
- Good command in both written & spoken English and Bahasa Malaysia.

2. CORPORATE FINANCE MANAGER

Requirements:

- Possess a Degree in Finance/ Accountancy from recognized institution or professional bodies such as CPA/ CIMA/ ACCA/ MACPA or equivalent.
- At least 3-5 years working experience in merchant bank and involve in corporate advisory work.
- Able to understand complex operations and business concepts and design appropriate financial models thereafter.
- Ability to work independently and meet tight deadlines in a challenging environment.
- Experience with a scalable and disciplined finance function including budgeting, financial modelling, and deep data analysis.
- Exceptional communication and interpersonal skills with ability to lead projects and to interface with senior management.

3. SUSTAINABILITY CONSERVATION MANAGER

Requirements:

- Possess a Degree / Diploma in Agricultural Science / Forestry/ Plantation Management.
- At least 3-5 years related working experience.
- Practical working knowledge of conservation agriculture.
- Demonstrated experience with farmer mobilization, participatory research in the seed sector, and/or with soil, crop, and water management with resource-conserving technologies in Malaysia.
- Good understanding of conservation agriculture practices and scale-appropriate machinery, and demonstrated ability to find innovative solutions to problems encountered in the field.
- Highly independent, multi-tasking, meticulous, agile, precise and able to evaluate projects or assignments.
- Good command in both written & spoken English and Bahasa Malaysia.
- Good knowledge of global legislation, regulations, standards and practices.

4. HEAD OF MECHANIZATION

Requirements:

- Possess at least a Degree in Mechanical Engineering/ Automotive Engineering.
- At least 3-5 years working experience in various production, crop protection, irrigation, and harvesting equipment.
- Excellent facilitation, communication, and team-building skills.
- Expertise with agricultural machinery is a plus.
- Must be willing to travel to rural areas.

5. 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.

6. GENERAL MANAGER (PROPERTY DIVISION)

Requirements:

- Candidate must be in a position of currently managing a sizable sales budget (RM 1 billion per annum or above).
- Possess at minimum, a Degree in Civil Engineering, Quantity Surveying or Business with at least ten (10) years relevant experiences in general management with proven track record in similar function.
- Result-oriented and with leadership quality.
- Established and diverse media contacts in both national and local print, TV, radio and digital media outlets
- Strong training and presentation skills
- Excellent negotiation and sales skills.
- Must be prepared for significant travelling and time away from family.

7. PUBLIC RELATIONS MANAGER

Requirements:

- Possess Bachelor Degree in Public Relations/Communications/Marketing or related discipline;
- Minimum 7 years' experience in public relations, journalism, corporate communications and/or marketing;
- Exemplary writing skills and excellent oral communication skills with strong proficiency in English, Bahasa Malaysia and preferably Mandarin;
- Possess outstanding organizational skills and able to demonstrate initiative and independence in carrying out multiple tasks, as well as strong critical thinking and problem solving skills;
- Ability to handle multiple details in a fast-paced and rapidly changing environment;
- Comfortable in liaising with top level management people as well as building strong relations with the stakeholder;
- Strong sense in accountability, self-motivated, resourceful and willing to take up new challenges;
- Able to plan, organize, execute and manage all activities related to Corporate Communications, Investor Relations and Public Relations;
- Able to facilitate networking initiatives and collaborative programs with relevant stakeholders
- Determined to conduct research and draw insights related to company's industry;
- Work to build strong relationships with appropriate general and industry press to facilitate critical information flow.

8. SENIOR BUSINESS DEVELOPMENT EXECUTIVE

Requirements:

- 3-5 years' experience in handling marketing, sourcing and sales related tasks.
- At least possess a degree in any discipline.
- Possess creative thinking in formulating strategies and plans.
- Customer and target-oriented and thrive in a hectic and unpredictable environment.
- Able to communicate, negotiate and engage professionally with diverse stakeholders.
- Good command of written and spoken in English, Malay and Mandarin.
- Effective face-to-face and telephone sales ability.
- Outgoing, pleasant disposition and excel in team.
- Must be willing to travel including to remote area.
- Able to work independently with minimum supervision.

9. PERSONAL ASSISTANT

Requirements:

- Possess a Degree in Accountancy from recognized institution or recognized professional accountancy qualification, with at least 3 years relevant experience.
- Discretion and confidentiality must be maintained at all time.
- Strong numerical, analytical, presentation and report writing skills with high level of accuracy.
- Good command of English in both oral and written.
- Must be independent, self-disciplined, highly motivated and well organized individual.
- Good sense of urgency and able to work under pressure.

10. SALES & MARKETING EXECUTIVE (PROPERTY DIVISION)

Requirements:

- Possess a Degree/ Diploma in Marketing, Business Administration or a related discipline.
- At least 3 years working experience in property sales & marketing.
- Experience in marketing residential developments and/ or major commercial developments will be an added advantage.
- Willing to work on weekends and/ or public holidays.
- Excellent in communication and interpersonal skills.
- Good communication skills and Sales & Customer Service oriented.
- Able to liaise effectively with lawyers, relevant authorities and consultant.
- Self-motivated, resourceful, aggressive, and dedicated.

11. PUBLIC RELATIONS EXECUTIVE

Requirements:

- Possess a Diploma / Degree in PR & Communications / Marketing / Mass Communication / Journalism / Advertising / Media or related discipline.
- Minimum 2-3 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.

12. ANALYST 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.

13. IT EXECUTIVE

Requirements:

- Possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma or Professional Degree in Computer Science/Information Technology or equivalent.
- At least with 2 years of working experience specializing in IT/Computer - Network/System/Database Admin.
- Provide support for in-house application system, existing IT infrastructure such as server & network administration, backup & recovery with regards to operations efficiency, system availability.
- Provide front-line technical support and troubleshooting of hardware and software problems to the end-users.
- General IT helpdesk & services coordination, license management, procurement, maintenance and support for IT hardware, software
- Must have high level of integrity, self-motivated, strong problem solving skills, team player, able to work independently and must be willing to travel when required.
- Fresh graduates are encouraged to apply.

14. RISK MANAGEMENT EXECUTIVE

Requirements:

- Possess a Bachelor's Degree in Accounting, Business Administration, Finance, Economics or equivalent from a recognized institution.
- At least 1-2 year(s) of working experience in the related field is required for this position.
- Preferably male who are able to work independently, under pressure and within tight deadlines.
- Must have high self-initiative, resourceful, good analytical, effective communication skills and interpersonal skills.
- Willing and able to travel for assigned work.

15. 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.

16. 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.

17. ADMINISTRATION ASSISTANT – To Be Based In Miri & Bintulu Central Workshop

Requirements:

- Possess a Diploma/ Degree in Business Administration or other related discipline.
- Preferably with at least 1 - 3 years 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.

18. 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.

19. ASSISTANT AGRONOMIST

Requirements:

- Candidate must possess at least a Diploma/ Degree in Agricultural Science / Biotechnology / Microbiology or any other related field.
- Minimum 1-2 years' experience in advisory work with an established research unit.
- Experience in field research and knowledge in oil palm and sustainable agriculture will be an added advantage.
- Good interpersonal and communication skills and able to work independently.
- Willing to learn, self-motivated, lots of initiative and have high degree of discipline.
- Willing to work and live in plantation environment.
- Fresh graduates are encouraged to apply.

20. RESEARCH SUPERVISOR

Requirements:

- Minimum STPM/ SPM qualification.
- Preferably with Science/ Chemistry background.
- Willing to travel and must be prepared to work in rural conditions.
- Fresh graduates are encouraged to apply.

21. <u>HR EXECUTIVE/ASSISTANT</u> – To Be Based In Kuching Requirements: • Possess at least a Degree in Human Resource Management or in any related field with minimum 3 - 5 years related working experience. • Maintain confidentiality, demonstrate sound work ethics and able to perform independently. • 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. • Fresh graduates are encouraged to apply.
22. <u>SAFETY & HEALTH OFFICER</u> – To Be Based In Bintulu Requirements: • Green Book holder. • Possess a Diploma/ Certificate in Occupational Safety & Health from any institution/ body/ organization that is recognized by NIOSH & DOSH. • 2-5 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. • Familiar with OSHA requirements and knowledgeable in safety practices.
23. <u>STORE EXECUTIVE</u>– To Be Based In Bintulu Requirement: • Degree holder with 1 year related working experience. • Good command of Bahasa Malaysia & English both written and verbal and computer literate. • Able to maintain accurate stock inventory record and ensure smooth operation of store. • Self-motivated and have high degree of discipline. • Good interpersonal skills and able to work independently under minimal supervision.
24. <u>TRANSPORT MANAGER / MANAGEMENT TRAINEE (WORKSHOP AND TRANSPORTATION)</u> – 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.
25. <u>TRANSPORT COORDINATOR</u> - 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.
26. <u>VEHICLE WORKSHOP EXECUTIVE</u>- To Be Based in Bintulu Central Workshop Requirements: • Degree / Diploma / Vocational qualification in Automotive Engineering. • Few years hands on experience in managing vehicle workshop operations. • Willing to travel/adapt to plantation environment. • Well versed with estates workshop operations, fleet maintenance, preventive measures, parts and technical issues.
27. <u>FOREMAN</u> – 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.

28. <u>SENIOR MECHANIC / MECHANIC</u>– 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.
29. <u>SENIOR WELDER / WELDER</u> – 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.
30. <u>STORE IN-CHARGE / STORE ASSISTANT</u> - To Be Based In Bintulu & Murum, Belaga Requirements: • Minimum a Diploma holder. • Good command of English & Bahasa Malaysia, and computer literate. • Preferably with experience but training can be provided.
31. <u>WELDER / FITTER</u> - To Be Based In Bintulu & Murum,Belaga Requirements: • Possess a Vocational / MLVK / Certificate from technical institute. • Preferably with at least 3 years related working experience.

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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