



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. 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. 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.

6. INTERNAL AUDIT MANAGER

Requirements:

- Possess at least a Degree holder with at least 3 - 5 years of internal or external auditing experience.
- 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.
- Results-oriented and have a leadership quality to lead a dynamic team.
- Good command of written and spoken in English, Malay and Mandarin.

7. TAX MANAGER / ASSISTANT MANAGER

Requirements:

- Member of the Malaysian Institute of Accountant (MIA).
- Possess a Degree in Accountancy from recognized institution or Professional Accounting Associations (CPA/ACCA/CIMA/MIA).
- At least 3 – 5 years of working experience in similar capacity.
- Good team leader and able to work independently under tight timeliness.
- Strong knowledge of Financial Reporting Standards (FRS).
- Analytical, accurate and able to work with minimum supervision.
- Committed and possess good initiatives.

8. ADMINISTRATION MANAGER

Requirements:

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies/Administration/Management or equivalent.
- At least 6 year(s) of working experience in the related field is required for this position.
- Must be computer literate with Microsoft Office Package.
- Resourceful, self-motivated with high integrity in the performance of job tasks.
- Willingness to work long hours when necessary to ensure work flow is done within deadline.
- Must be able to deal independently with other parties providing effective solutions when necessary. Must have good analytical, effective communication skills and able to work well with all parties.
- Must have a high level of professionalism, honesty, and excellent work ethics.
- Have the ability to follow up on all matters upholding the policies and procedures of the Company at all times.
- Able to converse and write well in English and Bahasa Malaysia.
- Able to communicate in Mandarin is an added advantage though not essential.

9. 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.

10. 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.

11. HORTICULTURIST

Requirements:

- Candidate must possess at least a Bachelor's Degree/ Master's Degree in Agriculture/ Horticulture or equivalent.
- Preferably with 5 year(s) of working experience in related field.
- Passionate and knowledgeable in agriculture/ horticulture / plant breeding.
- Willing to travel and work in rural conditions.
- Fresh graduates are encouraged to apply.

12. PLANT BREEDER

Requirements:

- Candidate must possess at least a Bachelor's Degree/ Master's Degree in Agriculture/ Agricultural Science/ Horticulture Science or equivalent.
- Preferably with 5 year(s) of working experience in related field.
- Fresh graduates are encouraged to apply.
- Passionate and knowledgeable in agriculture/ horticulture / plant breeding.
- Willing to travel and work in rural conditions.

13. 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.

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. 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.

17. PROJECT ENGINEER

Requirements:

- Possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree in Civil Engineering or equivalent.
- At least 2 - 3 years of working experiences in construction project.
- Good in project supervision which includes liaison with all parties involved in project (architect, consultants, contractors and government authorities)
- Assist to schedule work coordinate, monitor, and execute projects within the targeted completion time and budget.
- Good interpersonal and communication skills with ability to interact with people at all levels.
- Possess strong leadership, dynamic and resourceful.
- Able to work under pressure.

18. SITE ENGINEER / SITE SUPERVISOR

Requirements:

- Possess a Diploma / Degree in Civil Engineering or any related discipline.
- Preferably with at least 5 years working experience.
- Fresh graduates are encouraged to apply.
- Able to work independently with minimum supervision.

19. 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.

20. MILL ENGINEER

Requirements:

- Possess a Degree in Mechanical/ Chemical/ Electrical or other engineering discipline with at least 3 - 5 years of working experience in palm oil milling industry.
- Must be prepared to work in rural conditions.
- Able to work under pressure.
- Ability to speak Mandarin would be added advantage.
- For Management Trainee position, fresh graduates are encouraged to apply.
- Preferably male.

21. HR EXECUTIVE

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.

22. HR EXECUTIVE (HR FOREIGN WORKER DEPT)

Requirements:

- Possess at least a Degree holder with at least 2-3 years of working experience in related field.
- Well experienced in recruiting workers from other countries.
- Able to work independently with minimum supervision.
- Maintain confidentiality, demonstrate sound work ethics and able to perform independently.
- Willing and able to travel to rural area and/or outside Malaysia.

23. PURCHASING EXECUTIVE / ASSISTANT

Requirements:

- Possess a Degree / Diploma in related field or other disciplines.
- Must have at least 2 to 3 years of related working experience in clerical work & other office administrative tasks.
- Knowledge in vehicle, machinery & mill spare parts.
- 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.
- Preferably male.

24. ADMINISTRATION EXECUTIVE / ASSISTANT

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.

25. RESEARCH ASSISTANT

Requirements:

- Candidate must possess at least a Bachelor's Degree in Agriculture/ Agricultural Science/ Biotechnology/ Horticulture or equivalent.
- Fresh graduates are encouraged to apply.
- Preferably male.
- Willing to travel and work in rural conditions.

26. ASSISTANT AGRONOMIST

Requirements:

- Candidate must possess at least a Diploma/ Degree in Agricultural Science / Biotechnology / Microbiology or any other related field with 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.

27. PUBLIC RELATIONS ASSISTANT

Requirements:

- Possess a Diploma / Degree in PR & Communications / Marketing / Mass Communication / Journalism / Advertising / Media or related discipline.
- Minimum 1 year 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.
- Passionate, creative, a willing worker, goal-oriented with good communication skills and an eye for detail.
- Knowledge in graphic design / photo / videography is an added advantage.
- Ability to speak Mandarin would be added advantage.
- Preferably male.

28. SAFETY & HEALTH OFFICER – 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.

29. <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.
30. <u>LAB ASSISTANT</u> – To Be Based In Bintulu Requirements: • Minimum SPM / STPM or equivalent. • Preferable with experience but training can be provided.
31. <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.
32. <u>TRANSPORT MANAGER / MANAGEMENT TRAINEE (VEHICLE WORKSHOP & MECHANIZATION)</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.
33. <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.
34. <u>FOREMAN / ASSISTANT FOREMAN</u> 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.
35. <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.
36. <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.
37. <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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