



**SARAWAK OIL PALMS BERHAD**  
**GROUP OF COMPANIES**

## **JOB VACANCIES**

Sarawak Oil Palms Berhad & its subsidiaries would like to invite all qualified & interested applicants to apply for the following career opportunities:-

### **1. ADMIN MANAGER**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Degree in Business Administration, Management or related field
- **MINIMUM** 5 (five) years of working experience in Executive and/or Managerial role in related field
- **STRONG** in problem solving, critical thinking, interpersonal, verbal & written communication skills
- **ABLE TO** lead & make decisions at a senior management level in a collaborative & independent manner
- **ABLE TO** exercise sound judgement & maintain confidentiality when dealing with sensitive matters

### **2. MECHANIZATION MANAGER / SR. MECHANIZATION ASSISTANT MANAGER**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Degree in Mechanical Engineering / Automotive Engineering
- **MINIMUM** 3 (three) years of working experience in various production, crop evacuation, irrigation & harvesting equipment
- **ABLE** to analyze opportunities to enhance the roles of agricultural mechanization in sustainable agricultural intensification
- **ABLE** to implement, monitor and evaluate agricultural mechanization programs & projects to increase its efficiency & productivity
- **MUST BE** willing to travel frequently to rural locations

### **3. TRANSPORT MANAGER / ASST. TRANSPORT MANAGER**

**- To Be Based in Bintulu Central Workshop**

Requirements:

- **POSSESS** at least a Degree in Mechanical & Automotive Engineering / Diploma / Certificate in Logistics Management or any engineering discipline
- **MINIMUM** 3 (three) years of working experience in the related field

### **4. MANAGEMENT TRAINEE (WORKSHOP)**

**- To Be Based in Bintulu Central Workshop**

Requirements:

- **POSSESS** at least a Degree in Automotive / Mechanical Engineering
- **FRESH** graduates are encouraged to apply

### **5. CONSERVATION MANAGER / SR. CONSERVATION EXECUTIVE**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Degree or Diploma in Agricultural Science / Forestry / Plantation Management
- **MINIMUM** 3 (three) years of working experience with conservation agriculture knowledge & familiarity in RSPO Certification & Compliance process
- **STRONG** vocational interest in nature conservation
- **STRONG** skills in planning & implementing schemes aimed at protecting, managing & improving natural habitats and also increasing awareness of conservation in the community
- **MUST BE** willing to travel frequently to rural locations

#### **6. PUBLIC RELATIONS ASST. / EXECUTIVE**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Diploma / Degree in Public Relations & Communications / Marketing / Mass Communication / Journalism / Advertising / Media or related discipline
- **MINIMUM 2** (two) years of working experience in advertising / event management or media industries
- **MUST** have good interpersonal skills & able to work independently & in a team under minimal supervision
- **EXCELLENT** writing, communication & presentation skills with good command of English & Bahasa Malaysia
- **MUST BE** willing to travel to rural locations
- **ABILITY** to speak & write in Mandarin would be an added advantage

#### **7. BUSINESS DEVELOPMENT EXECUTIVE**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Degree in Business Administration, Management, Marketing or equivalent
- **AT LEAST 2** (two) years of working experience in handling marketing, sourcing & sales related task
- **REQUIRED** language(s): English, Mandarin & Bahasa Malaysia.
- **GOOD** communication and inter-personal skills
- **MUST** be willing to travel from time to time (including rural locations)

#### **8. ASSISTANT PRODUCTION ENGINEER**

**- To Be Based In Bintulu Refinery**

Requirements:

- **POSSESS** at least a Degree in Mechanical / Chemical / Electrical Engineering with preferably at least 1 (one) year of working experience
- **GOOD** in communication & computer skills (Microsoft Word, Excel, Email)
- **POSSESS** own transport and able to work night shift
- **ABILITY** to speak in Mandarin would be an added advantage
- **FRESH** graduates are encouraged to apply for **MANAGEMENT TRAINEE (PRODUCTION)** position

#### **9. R&D CHEMIST**

**- To Be Based In Bintulu Refinery**

Requirements:

- **POSSESS** at least a Degree in Chemistry / Food Science / Food Technology or related discipline
- **AT LEAST 1** (one) year of related working experience with a research establishment
- **GOOD** communication skill & report writing

#### **10. ACCOUNT ASSISTANT**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Diploma in Accounting / C.A.T or ACCA finalist with preferably at least 1 (one) year of related working experience
- **GOOD** in spreadsheet & familiarity with computerized accounting systems would be an added advantage
- **FRESH** graduates with Degree in Accounting are encouraged to apply

#### **11. HR ASSISTANT**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Diploma in Human Resource Management / Business Studies / Management or in any related field with preferably at least 1 (one) year of related working experience
- **ABLE TO** maintain confidentiality, demonstrate sound work ethics and perform with minimal supervision
- **GOOD** command of Bahasa Malaysia & English both written and verbal
- **RESPONSIBLE** for administration of HR processes related to recruitment activities
- **OTHER** duties, tasks or assignments determined by the superior from time to time



## **12. CONTRACT PROCUREMENT ASSISTANT**

**- To Be Based In Head Office, Miri**

Requirements:

- **POSSESS** at least a Diploma / Degree in Business Administration / Finance or business related field
- **PREFERABLY** at least 1 (one) years of working experience in the related field
- **ACCOUNTING** knowledge would be an added advantage
- **ABILITY** to multi-task, meet critical deadlines and perform under pressure.
- **FRESH** graduates are encouraged to apply

## **13. SR. MECHANIC / MECHANIC**

**- To Be Based In Bintulu Central Workshop / Estate Workshop / Mill Workshop**

Requirements:

- **POSSESS** at least a Vocational / MLVK / Certificate / Diploma in Automotive Engineering
- **MINIMUM** 2 (two) years of working experience in diagnosing, repairing & replacing components for Agricultural Tractor, Trucks or Light Vehicles

## **14. WORK SUPERINTENDENT (CONTRACT BASED)**

**- To Be Based In Miri or Bintulu**

Requirements:

- **POSSESS** at least a Degree in Civil Engineering / Construction Management or related field
- **MINIMUM** 3 (three) years of working experience in building construction site management & supervision work
- **MUST BE** willing work in Miri or Bintulu regions

## **15. CLERK-OF-WORKS (CONTRACT BASED)**

**- To Be Based In Miri or Bintulu**

Requirements:

- **POSSESS** at least a Diploma / Certificate in Civil Engineering / Construction Management or related field
- **MINIMUM** 3 (three) years of working experience in building construction site supervision
- **MUST BE** willing work in Miri or Bintulu regions

- Interested candidates are invited to submit a detailed resume stating qualification, experience & expected salaries attached together with academic certificates and results at the following link:-
  - Recruitment Email Address: [sop.hr-recruitment@sopb.com.my](mailto:sop.hr-recruitment@sopb.com.my)
  - SOPB Resume Deposit: <http://www.sop.com.my/career/deposit-resume/>
- Only shortlisted candidates will be contacted for interviews.

Sarawak Oil Palms Berhad (7949-M)

No.124-126, Jalan Bendahara, P.O. Box 547, 98007 Miri, Sarawak.

Website: [www.sop.com.my](http://www.sop.com.my)

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