



## 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:

### **BASED IN HEAD OFFICE - MIRI**

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

Requirements:

- **POSSESS** at least a Diploma/Degree in Mechanical Engineering / Automotive Engineering or related disciplines
- **MINIMUM** 3 (three) years of working experience in Supervisory/Managerial Role involving 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

#### **2. PR MANAGER**

Requirements:

- **POSSESS** at least a Degree in Mass Communications / Public Relations or equivalent
- **MINIMUM** 5 years of working experience in managerial position with corporate communications/ brand/ social media/ internal communications
- **DEVELOP** yearly PR plans and strategies and manage it accordingly
- **MANAGE** corporate events/functions/programs of the company, including media activities
- **EXCELLENT** interpersonal skills, able to build good relationship internally and externally

#### **3. MARKETING MANAGER**

Requirements:

- **POSSESS** at least a Degree in Marketing/ Business Administration or equivalent
- **MINIMUM** 1-2 years of working experience as marketing manager, preferably in the FMCG environment or related field
- **EXTENSIVE** knowledge of marketing strategies, channels and branding
- **GOOD** leadership, communication and collaboration skills.
- **PROFICIENCY** in digital marketing and social media will be advantageous
- **RESPONSIBLE** in analyzing market trends and preparing forecast, generating new business leads, increasing brand awareness and market share, developing and managing the marketing department's budget

#### **4. MARKETING SUPPORT EXECUTIVE**

Requirements:

- **POSSESS** at least a Degree in Marketing or Information Technology or related field
- **AT LEAST** 1 year of relevant experience in e-commerce operations, preferably in the FMCG environment or related field
- **HANDS-ON** experience with social media platforms such as Instagram, Twitter, Facebook, and others
- **IMPLEMENT** digital marketing activities across a broad range of digital marketing channels (SEO, SEM, Social Media, and Email etc.) and maintain and supply content for the company's website
- **LIAISE** with external parties including advertising and media agencies and website vendors

## **5. TASKFORCE MARKETING REPRESENTATIVE**

Requirements:

- **POSSESS** at least a Diploma in any field
- **AT LEAST** 1 year of relevant experience in sales operations, preferably in the FMCG environment or related field
- **ABILITY** to drive/travel and work independently
- **ACTIVELY** seek out new sales opportunities, negotiate/close deals & handle complaints
- **COLLECT** market information & competitors marketing activities

## **6. MARKETING EXECUTIVE**

Requirements:

- **POSSESS** at least a Degree in any field
- **WILL** be responsible on sourcing of CPO & PK and provide business support to suppliers
- **EXCELLENT** in communication and interpersonal skills
- **MUST** have good analytical, effective communication skills & interpersonal skills
- **FRESH** graduates are encouraged to apply

## **7. SALES & ADMIN EXECUTIVE (PROPERTY DIVISON)**

Requirements:

- **POSSESS** at least a Degree / Diploma in Marketing, Business Administration or 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.
- **EXCELLENT** in communication and interpersonal skills.
- **ABLE** to liaise effectively with lawyers, relevant authorities and consultant
- **SELF** motivated, resourceful, aggressive and dedicated.

## **8. HR EXECUTIVE (FOREIGN WORKERS MANAGEMENT)**

Requirements:

- **POSSESS** at least a Degree in Human Resource Management or equivalent
- **AT LEAST** 3 years of working experiences in handling recruitment of foreign workers, staffing activities & onboarding
- **RESPONSIBLE** for sourcing, screening, shortlisting, and interviewing of candidates
- **TO** ensure compliance in policies and procedures with regards to foreign workers issues and statutory requirements

## **9. IT SUPPORT EXECUTIVE**

Requirements:

- **POSSESS** at least a Degree in Computer Studies / Information Technology or equivalent with preferably at least 1 year of related working experience
- **KNOWLEDGE** and hands-on experience in supporting & troubleshooting Microsoft Windows OS desktop & Microsoft Windows Server / Hyper-V virtualization, Microsoft SQL Database, HPE/Ubiquiti/Engenius router & switch networking environment
- **ABILITY** to work independently with minimum supervision
- **MUST BE** well versed in English & Malay & willing to travel to rural locations
- **FRESH** graduates are encouraged to apply

## **10. ADMIN EXECUTIVE/ASSISTANT**

Requirements:

- **POSSESS** at least a Degree/ Diploma/Certificate in Business Administration, Management or related field
- **PREFERABLY** at least 2 (two) years of working experiences in related field
- **STRONG** in problem solving, critical thinking, interpersonal, verbal & written communication skills
- **EXCEPTIONAL** time, task & resource management skills
- **SELF-MOTIVATED** with high integrity & ability to work independently
- **FRESH** graduates are also encouraged to apply for the position

### **11. ACCOUNT ASSISTANT / ACCOUNT EXECUTIVE**

Requirements:

- **POSSESS** at least a Diploma in Accounting / C.A.T or ACCA finalist with preferably at least 1 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

### **12. ENVIRONMENTAL OFFICER**

Requirements:

- **POSSESS** at least a Bachelor or Master Degree in Environmental Science, Environmental Law or other related discipline from recognised institution or universities
- **ABLE** to develop & implement environmental strategies & action plans that ensure corporate sustainable initiatives are carried out
- **ABLE** to audit, analyse & report environmental performance of the company
- **FAMILIARITY** with Environmental Quality Act requirements & environmental management and/or Social Science
- **MUST BE** willing to travel frequently to rural locations
- **FRESH** graduates are encouraged to apply

### **13. ASST. SAFETY & HEALTH OFFICER**

Requirements:

- **POSSESS** at least a Diploma or Certificate in Occupational Safety & Health from any institution / organization that is recognized by NIOSH & DOSH
- **AT LEAST** 1 year of working experience in Safety, Health & Environment related functions & system management
- **FAMILIARITY** with OSHA requirements & knowledgeable in safety practices

### **14. SYSTEM SUPPORT ASSISTANT**

Requirements:

- **POSSESS** at least a Diploma or Degree in any field.
- Training will be provided for all successful candidates.

### **15. HR ASSISTANT**

Requirements:

- **POSSESS** at least a Diploma in Human Resource Management / Business Studies / Management or in any related field with preferably at least 1 year of related working experience
- **ABLE TO** maintain confidentiality, demonstrate sound work ethics and perform with minimal supervision
- **GOOD** command of Malay & 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

### **16. INTERNAL AUDIT ASSISTANT**

Requirements:

- **POSSESS** at least a Diploma in any field
- **RESPONSIBLE** to conduct & assist in audits on estate / mill / workshops / etc. on a regular basis & report of any non-compliances to management
- **GOOD** verbal & written communication skills
- **ABLE** to be a team player and travel for assigned work from time to time

### **17. OFFICE BOY CUM DRIVER**

Requirements:

- **POSSESS** AT LEAST SPM/STPM/ any certificate
- Driving license: B2 & D

## **BASED IN BINTULU CENTRAL WORKSHOP**

### **18. TRANSPORT MANAGER / ASST. TRANSPORT MANAGER**

Requirements:

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

### **19. AUTOMATIVE / MECHANICAL ENGINEER**

Requirements:

- **POSSESS** a Degree in Automotive/ Mechanical Engineering
- With working experience in automotive, mechanical or fabrication related field

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

Requirements:

- **POSSESS** a Degree in Automotive/ Mechanical Engineering
- Fresh graduates are encouraged to apply

### **BASED IN WORKSHOP (BINTULU/ESTATE/MILL)**

### **21. SR. MECHANIC / MECHANIC**

Requirements:

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

### **22. WELDER**

Requirements:

- Vocational / MLVK / Certificate from technical institute with at least 3 years related working experience
- **FRESH** graduates are encouraged to apply **JR. WELDER** position

### **BASED IN BINTULU REFINERY**

### **23. ASSISTANT PRODUCTION ENGINEER**

Requirements:

- **POSSESS** at least a Degree in Mechanical/ Chemical/ Electrical/Petrochemical Engineering or equivalent
- **GOOD** in communication & computer skills (Microsoft Word, Excel, Email)
- **POSSESS** own transportation and able to **work night shift**
- **ABILITY** to speak mandarin would be **an added advantage**
- **FRESH** graduates are encouraged to apply for **MANAGEMENT TRAINEE (PRODUCTION)** position

### **24. PRODUCTION OPERATOR**

Requirements:

- **POSSESS** at least a SPM certificate
- **ABLE TO** work in night shifts and overtime
- **ABLE TO** work responsibly & independent under minimal supervision

### **25. GENERAL MAINTENANCE**

Requirements:

- At least 3 years related working experience

### **26. GRASS CUTTER**

Requirements:

- At least 3 years related working experience

### **27. JR FITTER**

Requirements:

- Candidate must possess at least SPM/Certificate in Welding/ Mechanical/ Fitting or equivalent
- At least 1 years of working experience in related field

### **BASED IN METANIK MILL, MURUM**

### **28. BOILERMAN (GRADE 2)**

Requirements:

- **POSSESS** Boilerman Grade 2 certificate from DOSH
- **AT LEAST** 3 years of working experience as Boilerman
- **ABLE TO** perform daily checks, inspection & regular maintenance on boiler systems & other essential equipment
- **TO** ensure steam boiler operation is in an efficient and safe condition

### **29. TECHNICAL CLERK /CHIEF GRADER**

Requirements:

- Minimum STPM or Certificates in Engineering
- Preferably male
- Must be prepared to work in rural conditions

### **30. FITTER**

Requirements:

- Candidate must possess Certificate in Welding/ Mechanical/ Fitting or equivalent
- At least 3 years of working experience in related field

### **31. MACHINIST**

Requirements:

- Minimum SPMV in Mechanical
- At least 2 years of working experience in related field
- Maintain & operates lathe machines, drilling machine etc
- Do precise measurement for samples for cutting or shaping accordingly.
- Able to read particular drawing for parts machining
- To plan & coordinate with maintenance team for parts required.

## **BASED IN MILL LOCATIONS**

### **32. ASSISTANT MILL ENGINEER**

Requirements:

- POSSESS at least a Degree in Mechanical/ Chemical/ Electrical/ Petrochemical Engineering or equivalent
- MUST BE prepared to work in rural locations
- ABILITY to speak in Mandarin would be an added advantage
- FRESH graduates are encouraged to apply for MANAGEMENT TRAINEE (ENGINEER) position

## **BASED IN ESTATE LOCATIONS**

### **33. ESTATE MANAGER**

Requirements:

- POSSESS at least a Degree / Diploma in Agricultural Science / Forestry / Plantation Management
- MINIMUM 6 (six) years of working experience in Executive and/or Managerial role in oil palm plantation
- STRONG in controlling all aspects of estate works including manpower, agricultural practices, FFB production, management of cost of production, budgeting accounts & estate office procedures

### **34. FIELD SUPERVISOR**

Requirements:

- POSSESS at least a SPM / STPM / SAVTI / Institute Pertanian Sarawak Certificate / ISP Certificates
- MINIMUM of 5 credits including Bahasa Malaysia, English & Mathematics is required for SPM holders
- WILLING to learn, self-motivated & have high degree of discipline
- FRESH school leavers are encouraged to apply
- TRAINING will be provided for all successful candidates

## **BASED IN CLINIC IN BELURU AND MURUM REGION**

### **35. MEDICAL ASSISTANT**

Requirements:

- POSSESS at least a Diploma in Medical Assistant or professional certificate & must be a Member of Medical Assistant Board Malaysia
- PREFERABLY at least 2 (two) years of working experiences in related field
- GOOD communication in both Bahasa Malaysia & English
- FRESH graduates are encouraged to apply for the position

- i) 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 provided:-
- a) Recruitment Email Address: [sop.hr-recruitment@sopb.com.my](mailto:sop.hr-recruitment@sopb.com.my)
- b) SOPB Resume Deposit: <http://www.sop.com.my/career/deposit-resume/> or you may scan the QR code at the page below.
- ii) Only **SHORTLISTED** candidates will be contacted for interviews.

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