



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

Requirements:

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

#### **2. 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

#### **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 EXECUTIVE (DOWNSTREAM BACK OFFICE)**

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

## **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
- **POSSESS** License D and able to drive/travel and work independently
- **ACTIVELY** seek out new sales opportunities, negotiate/close deals & handle complaints
- **COLLECT** market information & competitors marketing activities

## **6. SENIOR HR EXECUTIVE (RECRUITMENT UNIT)**

Requirements:

- **POSSESS** at least a Degree in Human Resource Management or equivalent
- **AT LEAST** 3 years of working experiences in handling recruitment, staffing activities & etc
- **RESPONSIBLE** for sourcing, screening, shortlisting, and interviewing of candidates

## **7. 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
- **ABLE** to travel to rural locations

## **8. SENIOR HR FOREIGN WORKER EXECUTIVE (SOURCING)**

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. INTERNAL AUDIT ASSISTANT**

Requirements:

- **POSSESS** at least a Degree in Commerce/ Business Studies/ Accounting or related 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

## **10. SYSTEM SUPPORT EXECUTIVE/ ASSISTANT**

Requirements:

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

## **BASED IN BINTULU CENTRAL WORKSHOP**

### **11. 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

### **12. AUTOMATIVE / MECHANICAL ENGINEER**

Requirements:

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

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

Requirements:

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

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

### **14. 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

### **15. 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**

### **16. 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

### **17. R&D CHEMIST**

Requirements:

- **POSSESS** at least a Degree in Chemistry / Microbiology / Physics / Biology / Food Science / Food Technology or related discipline
- **AT LEAST** 1 - 2 years of working experience related to food, nutrition, food manufacturing and processing
- **GOOD** in communication skill and report writing

### **18. 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

### **19. JR FITTER**

Requirements:

- **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**

### **20. 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

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

Requirements:

- **MINIMUM** STPM or Certificates in Engineering
- **MUST** be prepared to work in rural conditions

### **22. FITTER**

Requirements:

- **POSSESS** Certificate in Welding/ Mechanical/ Fitting or equivalent
- **AT LEAST** 3 years of working experience in related field

### **23. MACHINIST**

Requirements:

- **MINIMUM** SPMV in Mechanical with 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**

### **24. ASSISTANT MILL MAINTENANCE 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

### **25. ELECTRICIAN**

Requirements:

- **POSSESS** at least a Diploma in Electrical Engineering or equivalent
- **AT LEAST** 1 year of working experience in related field
- **CARRY** out corrective and preventive maintenance in the Mill
- **ENSURE** all electrical works and parts repairs in accordance with relevant safety features and standards

### **26. PROCESS SUPERVISOR**

Requirements:

- **POSSESS** at least STPM certificate or equivalent or higher level
- **ABLE** to plan, organize and execute task within timeline set
- **GOOD** teamwork and communication skills
- **FRESH** graduates are encouraged to apply

## **BASED IN ESTATE LOCATIONS**

### **27. 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

### **28. 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**

### **29. 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

- 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:-
  - 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/> or you may scan the QR code at the page below.
- 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) E-mail: [sop.hr-recruitment@sopb.com.my](mailto:sop.hr-recruitment@sopb.com.my)

