



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 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 and 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. 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

5. ADMIN EXECUTIVE/ASSISTANT

Requirements:

- Possess at least a Degree/ Diploma/Certificate in Business Administration, Management or related field
- Preferably at least 2 years of working experiences in related field
- Strong in problem solving, critical thinking, interpersonal, verbal and written communication skills
- Exceptional time, task and resource management skills
- Self-motivated with high integrity and ability to work independently
- Fresh graduates are also encouraged to apply for the position
- Able to travel to rural locations

6. HR EXECUTIVE (FOREIGN WORKERS DEPARTMENT)

Requirements:

- Possess at least a Degree in Human Resource Management or equivalent
- At least 3 years of working experience in handling recruitment of foreign workers, staffing activities and 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

7. SAFETY AND HEALTH OFFICER

Requirements:

- Possess at least a Diploma or Degree in Occupational Safety & Health from any institution / organization that is recognized by NIOSH & DOSH
- At least 2-3 years of working experience in Safety, Health & Environment related functions & system management
- Familiarity with OSHA requirements & knowledgeable in safety and health practices

8. 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

9. TASKFORCE SALES 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

10. 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 Bahasa Malaysia & English both written and verbal
- Responsible for administration of HR processes related to recruitment activities

BASED IN LAMBIR ACADEMY

11.ACADEMY PRINCIPAL

Requirements:

- Possess at least Degree in Education
- At least 15 years of working experience in managing Secondary or Primary school
- Responsible to manage Lambir Academy
- Retired Principal from Secondary or Primary school are encouraged to apply

BASED IN BINTULU CENTRAL WORKSHOP

12.TRANSPORT MANAGER / ASST. TRANSPORT MANAGER

Requirements:

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

13.AUTOMATIVE / MECHANICAL ENGINEER

Requirements:

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

14. MANAGEMENT TRAINEE (WORKSHOP)

Requirements:

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

15. MECHANIZATION EXECUTIVE / SUPERVISOR

Requirements:

- Possess a Diploma / Degree in Agricultural / Engineering
- Few years of experience in agriculture practice
- Keen in Agricultural Mechanization Innovation
- Willing to travel to rural locations

BASED IN WORKSHOP (BINTULU/ESTATE/MILL)

16. 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

17. WELDER

Requirements:

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

BASED IN BINTULU REFINERY

18. 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 communication skills and report writing

19. ASSISTANT PRODUCTION ENGINEER

Requirements:

- Possess at least a Degree in Mechanical/ Chemical/ Electrical/Petrochemical Engineering or equivalent
- Good communication & computer skills
- Possess own transportation and able to work night shift (on rotation basis)
- Ability to speak mandarin would be **an added advantage**
- Fresh graduates are encouraged to apply for **MANAGEMENT TRAINEE (PRODUCTION)** position

20. ASSISTANT 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
- Familiar with OSHA requirements and knowledgeable in safety practices

21. PRODUCTION OPERATOR

Requirements:

- Possess at least a SPM certificate
- Able to work night shifts and overtime
- Able to work responsibly & independently with minimal supervision

22. FITTER

Requirements:

- Possess at least SPM/Certificate in Welding/ Mechanical/ Fitting or equivalent
- At least 1 year of working experience in related field

23. 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 Plant
- Ensure all electrical works and parts repair works are in accordance with relevant safety features and standards

BASED IN METANIK MILL, MURUM

24. 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

25. TECHNICAL CLERK /CHIEF GRADER

Requirements:

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

26. MACHINIST

Requirements:

- Minimum SPMV in Mechanical with at least 2 years of working experience in related field
- Maintains & 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

27. 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

28. 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

29. FITTER

Requirements:

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

BASED IN ESTATE LOCATIONS

30. 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

31. 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 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, experiences & expected salary 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/**](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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