



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. ADMIN EXECUTIVE/ ADMIN ASSISTANT

Requirements:

- Possess at least a Degree/ Diploma/Certificate in Business Administration, Management or related field
- Preferable 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

5. 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

6. SAFETY AND HEALTH OFFICER

Requirements:

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

7. INTERNAL AUDIT ASSISTANT

Requirements:

- Possess at least a Degree in Commerce/ Business Studies 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

8. 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

BASED IN LAMBIR ACADEMY

9. 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

10. 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)

11. 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

12. 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

13. 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

14. 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

15. ASSISTANT SAFETY AND HEALTH OFFICER

Requirements:

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

16. LAB ASSISTANT

Requirements:

- Possess SPM/STPM/SKM/Diploma in Patisseries/ Baking Course/ Food Process or any food manufacturing related discipline.
- At least 1 year of working experience in food processing or food manufacturing outlets/ factories

17. PRODUCTION OPERATOR

Requirements:

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

18. FITTER

Requirements:

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

19. 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

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. 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

23. STORE CLERK

Requirements:

- Minimum STPM
- At least 1-2 years of working experience in related field
- Able to use computer

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. FITTER

Requirements:

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

BASED IN ESTATE LOCATIONS

27. ESTATE MANAGER

Requirements:

- Possess at least a Degree / Diploma in Agricultural Science / Forestry / Plantation Management
- Minimum 6 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

29. FERRY OPERATOR

- Possess at least a SPM certificate
- Possess a Malaysia Seafarers' Identity Document and had been certified by the Marine Department Malaysia in Basic Training
- Minimum 2 years of working experience in operating a ferry

BASED IN CLINIC IN BELURU AND MURUM REGION

30.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 email and 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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