



## 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. 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

##### **4. 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

##### **5. CONTRACT & PROCUREMENT EXECUTIVE**

Requirements:

- Possess at least a Degree/Diploma in Procurement and Contract Management or equivalent
- At least 3 years of working experiences in related field
- Responsible to organize all procurement activities relating to request for quotations. Review requisitions for completeness and accuracy; identify available suppliers for each requisitioned item
- Monitor expenses within all budget areas including checking for appropriate documentation and pricing; liaises with related consultants and contractors, as required; and reports to supervisor areas of concern related to fiscal responsibility and cost consciousness

## **6. 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

## **7. TASKFORCE SALES REPRESENTATIVE**

Requirements:

- Possess at least SPM/STPM certificate
- 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**

### **8. 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**

### **9. 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)**

### **10. 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

### **11. 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**

### **12. 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

### **13. 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

#### **14. 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

#### **15. 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

#### **16. PRODUCTION OPERATOR**

Requirements:

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

#### **17. FITTER**

Requirements:

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

#### **18. 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 BINTULU CENTRAL STORE**

#### **19. LORRY DRIVER**

Requirements:

- Possess at least PMR / SPM certificate
- Possess D/GDL/E License
- At least 3 years of working experience in related field
- To loading & unloading fertilizer & items to Murum
- To send & collect parcels at courier service & bus station

### **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. DRIVER**

Requirements:

- Possess at least a SPM certificate
- Possess GDL&D License and able to drive/travel and work independently
- At least 1 year of working experience in related field

## **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 / ASSISTANT PROCESS SUPERVISOR**

Requirements:

- Possess at least SPM/STPM certificate/Diploma in any field
- At least 1 year of working experience in related field
- Able to plan, organize and execute task within timeline set
- Fresh graduates are encouraged to apply

### **27. FITTER**

Requirements:

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

## **BASED IN ESTATE LOCATIONS**

### **28. 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

### **29. 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

### **30. FERRY OPERATOR**

Requirements:

- 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**

### **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 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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