



## 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. 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

##### **2. PROGRAMMER**

Requirements:

- Possess at least a Degree in Computer Science or related field
- Experience in .NET Entity Framework, Asp.Net MVC, C#, develop web-based applications, and SQL Server Reporting Service
- Knowledge of Database design, SQL Queries, Data Layer etc. with MS SQL Server, LINQ, JavaScript, jQuery and Ajax
- Knowledge in android apps development/ Web API is an added advantage
- Fresh graduates are encouraged to apply for **JUNIOR PROGRAMMER** position

##### **3. QUANTITY SURVEYOR**

Requirements:

- Possess at least a Degree in Quantity Surveying
- At least 1-2 year(s) of working experience in building work industry or related field

##### **4. CONTRACT & PROCUREMENT EXECUTIVE**

Requirements:

- Possess at least a Diploma in Business Administration / Finance or business related field
- At least 3 years of working experience in related field
- Accounting knowledge would be an added advantage

##### **5. INTERNAL AUDIT ASSISTANT**

Requirements:

- Possess at least a Degree in Commerce / Business Studies or related field
- At least 1-2 year(s) of working experience in related field

##### **6. ACCOUNTS ASSISTANT**

Requirements:

- Possess at least a Diploma in Accounting / C.A.T or ACCA finalist
- At least 1 year of related working experience
- Knowledge of spreadsheet and computerized accounting systems

##### **7. ASSISTANT SAFETY AND HEALTH OFFICER**

Requirements:

- Possess at least a Diploma 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

## **BASED IN KUCHING OFFICE**

### **8. INSURANCE EXECUTIVE (In-house)**

Requirements:

- Possess at least a Diploma in any field
- At least 1 - 3 year(s) of working experience in Non-Motor / General Insurance
- Possess a Certificate/Diploma in Insurance would be an added advantage

## **BASED IN LAMBIR RESEARCH CENTRE**

### **9. RESEARCH SUPERVISOR**

Requirements:

- Possess STPM / Diploma in Agriculture related course
- At least 2 years of related working experience
- To assist in routine leaf and soil sampling for all the trials under R&D
- Fresh graduates are encouraged to apply

## **BASED IN BINTULU CENTRAL WORKSHOP**

### **10. MECHANIZATION EXECUTIVE / SUPERVISOR**

Requirements:

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

### **11. PRIME MOVER DRIVER**

Requirements:

- Possess at least PMR certificate
- Possess full class GDL & E driving license with at least 3 years of experience in driving Prime Mover Oil Tanker/Trailer

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

### **12. SENIOR MECHANIC / MECHANIC**

Requirements:

- Possess 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

### **13. WELDER**

Requirements:

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

## **BASED IN BINTULU REFINERY**

### **14. 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

### **15. ASSISTANT PRODUCTION ENGINEER**

Requirements:

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

#### **16. ASSISTANT SAFETY AND HEALTH OFFICER**

Requirements:

- Possess at least a 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

#### **17. PURCHASING ASSISTANT**

Requirements:

- Possess at least a Diploma in Business Administration / Management or in any related field
- At least 2 years of working experience in purchasing and procurement

#### **18. PACKAGING CLERK**

Requirements:

- Possess SPM / STPM / Diploma in Secretarial
- At least 1 year of working experience in related field

#### **19. KITCHEN TECHNICIAN**

Requirements:

- Possess SPM / STPM / 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

#### **20. PRODUCTION OPERATOR**

Requirements:

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

#### **21. FITTER**

Requirements:

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

#### **22. ELECTRICIAN**

Requirements:

- Possess at least a Diploma in Electrical Engineering or equivalent
- At least 1 year of working experience in related field

### **BASED IN BINTULU CENTRAL STORE**

#### **23. LORRY DRIVER**

Requirements:

- Possess at least PMR certificate
- Possess D/GDL/E License
- At least 3 years of working experience in related field

### **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

#### **25. MACHINIST**

Requirements:

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

## **BASED IN MILL LOCATIONS**

### **26. 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

### **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 Diploma in Agricultural Science / Forestry / Plantation Management
- Minimum 6 years of working experience in Executive and/or Managerial role in oil palm plantation

### **29. CONSERVATION EXECUTIVE / ASSISTANT**

Requirements:

- Possess at least a Diploma in Agricultural Science / Environmental Science / Forestry / Plantation Management
- Minimum 1 year of working experience with conservation agriculture knowledge
- Must be willing to travel frequently to rural locations
- Fresh graduates are encouraged to apply

### **30. FIELD SUPERVISOR**

Requirements:

- Possess SPM / SAVTI / Institute Pertanian Sarawak Certificate / ISP Certificates
- Minimum of 5 credits including Bahasa Malaysia, English & Mathematics is required for SPM holders
- Fresh school leavers are encouraged to apply
- Training will be provided for all successful candidates

### **31. SITE SUPERVISOR**

Requirements:

- Possess at least a Diploma in Civil Engineering / Building / Construction Management or equivalent
- Minimum 5 years of working experience in building construction site supervision

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

### **32. MEDICAL ASSISTANT**

Requirements:

- Possess 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
- Fresh graduates are encouraged to apply

- 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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