



## 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. SECRETARY**

Requirements:

- Possess at least a Degree in Business related / Secretarial or equivalent
- At least 2 - 3 years of working experience in related field
- Good written and oral communication skills in English, Bahasa Malaysia and Mandarin

##### **6. MARKETING EXECUTIVE**

Requirements:

- Possess at least a Degree in Business related / Supply Chain / Operation Management
- At least 1 - 2 year(s) of working experience in related field
- Able to work during off office hours and outstation
- Good written and oral communication skills in English, Bahasa Malaysia and Mandarin
- Fresh graduates are encouraged to apply

##### **7. ENVIRONMENTAL OFFICER**

Requirements:

- Possess at least a Degree in Environmental / Social Science / Natural Resource Management / Environmental Law / Sustainability
- At least 1 - 2 year(s) of working experience in related field
- Willing and able to travel to remote estates and rural areas

## **8. 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

## **9. 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

## **10. 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

## **11. HR ASSISTANT**

Requirements:

- Possess at least a Diploma in Human Resource Management / Business Studies / Management or in any related field
- At least 1 year of related working experience

## **BASED IN WAREHOUSE, KROKOP**

### **12. STOREKEEPER**

Requirements:

- Possess SPM / STPM certificate
- At least 3 - 5 years of working experience in warehouse activities

## **BASED IN LAMBIR RESEARCH CENTRE**

### **13. 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**

### **14. 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

### **15. 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)**

### **16. 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

### **17. 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**

### **18. CHEMIST**

Requirements:

- Possess at least a Degree in Chemistry / Biotechnology / Applied Biology / Applied Chemistry / Food Technology or related discipline
- Good laboratory practice experience with technical skill in analytical testing
- At least 1 - 2 year (s) of working experience in related field

### **19. R&D CHEMIST**

Requirements:

- Possess Degree in Analytical Chemistry / Organic Chemistry / Pure Chemistry or related discipline
- At least 1 year of experience in analytical laboratory

### **20. 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

### **21. 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

### **22. PURCHASING ASSISTANT**

Requirements:

- Possess at least a Diploma in Business Administration / Finance / Management or in any related field
- At least 1 year of working experience in purchasing and procurement or any related field

### **23. R&D LAB ASSISTANT**

Requirements:

- Possess SPM / STPM / SKM / Diploma in Patisseries / Baking Course / food preparation and cooking, baking and pastry, food process or any food manufacturing related discipline
- At least 1 year of working experience in related field

### **24. KITCHEN TECHNICIAN**

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

### **25. PRODUCTION OPERATOR**

Requirements:

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

**26. FITTER / WELDER**

Requirements:

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

**27. ELECTRICIAN**

Requirements:

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

**28. SECURITY GUARD**

Requirements:

- Possess at least a SPM certificate
- Ability to work in shifts

**BASED IN BINTULU CENTRAL STORE****29. 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****30. BOILERMAN (GRADE 2)**

Requirements:

- Possess Boilerman Grade 2 certificate from DOSH
- At least 3 years of working experience as Boilerman

**31. TECHNICAL CLERK**

Requirements:

- Possess at least a SPM certificate
- Must be prepared to work in rural conditions

**32. 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****33. 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

**34. FITTER**

Requirements:

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

**BASED IN ESTATE LOCATIONS****35. 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

### **36. 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

### **37. 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

### **38. 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**

### **39. 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

- 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:-
  - 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)

