



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
- Knowledge in C#, MVC, Java Script, jQuery, HTML, CSS and web services
- Understand the principle of Object-Oriental programming (OOP)
- Having experience in MSSQL or MYSQL

3. ADMIN EXECUTIVE (MILLING)

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
- Fresh graduates are encouraged to apply

4. 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

5. EXPORT TRADE COORDINATOR

Requirements:

- Possess at least a Degree in Business Studies or related field
- Fresh graduates are encouraged to apply

6. 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

7. ACCOUNTS ASSISTANT

Requirements:

- Possess Diploma / Degree in Accounting / Finance
- At least 1 year of related working experience
- Knowledge of spreadsheet and computerized accounting systems

8. INTERNAL AUDIT ASSISTANT

Requirements:

- Possess Degree / professional qualification in any field (preferably in Finance / Business / Plantations)
- At least 1 - 2 year(s) of working experience in related field
- Must be willing to travel outstation to oil palm plantation from time to time
- Able to drive manual

9. HR ASSISTANT

Requirements:

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

10. ADMIN EXECUTIVE / ASSISTANT (LEGAL)

Requirements:

- Possess at least a Degree in Business Studies or related field
- At least 1 year of related working experience in handling legal secretarial documents
- Knowledge in using Microsoft Word, MBRS, MYCOID systems

11. ADMIN ASSISTANT

Requirements:

- Possess at least a Diploma in Business Administration, Management or related field
- At least 2 years of working experience related to plantation
- Must be willing to travel to oil palm plantation from time to time
- Fresh graduates are encouraged to apply

12. 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

13. CLERK (HR FOREIGN WORKER)

Requirements:

- Possess SPM / STPM / Certificate / Diploma in Administration
- At least 1 – 2 years of working experience in administration

BASED IN BINTULU CENTRAL WORKSHOP

14. ASSISTANT VEHICLE WORKSHOP MANAGER / EXECUTIVE

Requirements:

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

15. 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

16. 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)

17. 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

18. 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

19. QA/QC 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

20. 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

21. 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

22. 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

23. QA/QC LAB ASSISTANT

Requirements:

- Possess at least a SPM certificate
- 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. OPERATOR

Requirements:

- Possess SPM / STPM / Certificate / Diploma in Manufacturing related discipline
- 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. SECURITY GUARD

Requirements:

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

BASED IN BINTULU CENTRAL STORE**28. STORE ASSISTANT**

Requirements:

- Possess STPM / Diploma in any field
- At least 1 year of related working experience
- Fresh graduates are encouraged to apply

BASED IN METANIK MILL, MURUM**29. BOILERMAN (GRADE 2)**

Requirements:

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

30. TECHNICAL CLERK

Requirements:

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

31. FITTER

Requirements:

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

BASED IN SBAJU MILL, SEBAUH**32. ELECTRICIAN**

Requirements:

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

BASED IN ESTATE LOCATIONS**33. 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

34. FIELD SUPERVISOR

Requirements:

- Possess SPM / SAVTI / Institute Pertanian Sarawak Certificate / ISP Certificates / Diploma
- Minimum of 5 Credits in SPM inclusive of Bahasa Malaysia, English & Mathematics
- Minimum 2 years of working experience in oil palm estate
- In charge of Estate Operations such as harvesting, upkeep & maintenance, supervision of workers and other related field works
- Fresh SPM School Leavers are encouraged to apply as training will be provided for all successful candidates

35. 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

36. SECURITY GUARD

Requirements:

- Possess at least a SPM certificate (Minimum of 5 credits including Bahasa Malaysia & History)
- Height not less than 163cm (male); 157cm (female)
- Able to work in shifts

BASED IN CLINIC IN MURUM REGION

37.MEDICAL ASSISTANT

Requirements:

- Possess Diploma in Medical Assistant or professional certificate & must be a Member of Medical Assistant Board Malaysia
- 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.

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