



## 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. 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

##### **2. 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

##### **3. RESEARCH OFFICER**

Requirements:

- Possess Degree in Agriculture / Biotechnology / Statistic Science or equivalent
- At least 1 year of working experience in related field
- Having knowledge in oil palm management would be an added advantage
- Fresh graduates are encouraged to apply

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

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
- 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. 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

##### **7. 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
- Fresh graduates are encouraged to apply

## **8. RESEARCH SUPERVISOR**

Requirements:

- Possess SPM / 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 LAMBIR MILL**

### **9. FABRICATION WORKSHOP EXECUTIVE**

Requirements:

- Possess STPM / Diploma in Mechanical Engineering
- At least 5 years of working experience in Mill Workshop / Fabrication

## **BASED IN BINTULU CENTRAL WORKSHOP**

### **10. 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

### **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. FOREMAN / 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. 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

### **15. 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

### **16. 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

**17. ACCOUNTS CLERK / ASSISTANT**

Requirements:

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

**18. QA/QC LAB ASSISTANT**

Requirements:

- Possess at least a SPM certificate
- At least 1 year of working experience in related field

**19. 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

**20. 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

**21. FITTER / WELDER**

Requirements:

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

**22. ASSISTANT FOREMAN (MAINTENANCE)**

Requirements:

- Possess at least a Diploma in Mechanical or equivalent
- At least 5 years of working experience in related field

**23. SECURITY GUARD**

Requirements:

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

**BASED IN BINTULU CENTRAL STORE****24. STORE ASSISTANT**

Requirements:

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

**BASED IN METANIK MILL, MURUM****25. TECHNICAL CLERK**

Requirements:

- Possess at least a SPM certificate
- Must be prepared to work in rural conditions
- Fresh graduates are encouraged to apply

**26. CHIEF GRADER**

Requirements:

- Possess SPM / STPM / Certificates in Engineering
- Must be prepared to work in rural conditions
- Fresh graduates are encouraged to apply

**27. BOILERMAN (GRADE 2)**

Requirements:

- Possess Boilerman Grade 2 certificate from DOSH
- At least 3 years of working experience as Boilerman
- Must be prepared to work in rural conditions

## **28. PROCESS SUPERVISOR**

Requirements:

- Possess at least a Diploma in Mechanical Engineering / Electrical Engineering
- Must be prepared to work in rural conditions
- Fresh graduates are encouraged to apply

## **29. FITTER / JUNIOR FITTER**

Requirements:

- Possess STPM / Certificate / Diploma in Mechanical Engineering / Welding / Fitting or equivalent
- At least 3 years of working experience in related field
- Must be prepared to work in rural conditions

## **BASED IN SABAJU MILL, SEBAUH**

### **30. 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**

### **31. 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

### **32. ASSISTANT MANAGER / JUNIOR ASSISTANT MANAGER**

Requirements:

- Possess Diploma / Degree in Agricultural Science / Forestry / Plantation Management
- Minimum 2 years of working experience in Executive role in oil palm plantation
- Able to control all aspects of estate works including manpower, agricultural practices, FBB production, management of cost of production, budgeting accounts & estate office procedures

### **33. 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

### **34. 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 MURUM REGION**

### **35. 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

- 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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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)

