



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. PLANTATION CONTROLLER / ASSISTANT PLANTATION CONTROLLER

Requirements:

- Possess a Diploma / Degree in Agricultural Science / Forestry / Plantation Management
- At least 10 - 15 years of hands-on working experience and is familiar with field operational management
- Good command in both written & spoken English & Bahasa Malaysia (Mandarin would be an additional advantage)

2. ADMIN EXECUTIVE

Requirements:

- Possess a Degree in Business Administration, Management or related field
- Minimum 2 years of working experience in Executive role in Plantation Administration/Operation
- Able to liaise and coordinate with internal and external parties (estates, government agencies, suppliers, contractors)
- Assist in the preparation of regularly scheduled reports and slides

3. INTERNAL AUDIT EXECUTIVE

Requirements:

- Possess at least a Degree in Accounting / Finance / Business / Plantation or related field
- At least 2 years of working experience in related field
- Must be willing to travel to estates frequently
- Able to drive manual transmission vehicle

4. OPERATIONS EXECUTIVE

Requirements:

- Possess at least a Degree in Business related / Accounting / Finance or equivalent
- Preferably with at least 2 years of working experience in palm oil industry
- Fresh graduates are welcome to apply as **MANAGEMENT TRAINEE (BACK OFFICE)**

5. JUNIOR ASSISTANT AGRONOMIST

Requirements:

- Possess Degree / Masters in Agriculture or Plantation Management
- Preferably with at least 1-2 year (s) of working experience in advisory work with an established research unit
- Preferably with experience in field research and knowledge in oil palm and sustainable agriculture
- Fresh graduates are welcome to apply

6. ASSISTANT SAFETY & HEALTH OFFICER

Requirements:

- Possess Certificate / Diploma in Occupational Safety & Health from any institution / organization that is recognized by NIOSH & DOSH
- At least 1-2 year(s) of working experience in Safety, Health & Environment related functions & system management
- Familiarity with OSHA requirements & knowledgeable in safety and health practices
- Must be willing to travel to estates frequently

7. RESEARCH OFFICER

Requirements:

- Possess at least a Degree in Agriculture Statistic or equivalent
- Preferably with at least 1 year of working experience in related field
- Having knowledge in oil palm management would be an added advantage
- Fresh graduates are welcome to apply

8. RESEARCH SUPERVISOR

Requirements:

- Possess SPM / STPM / Diploma in Agriculture related course
- Preferably with at least 2 years of related working experience
- Must be willing to travel to estates frequently
- Fresh graduates are welcome to apply

9. CONTRACT & PROCUREMENT ASSISTANT

Requirements:

- Possess Diploma / Degree in Business Administration / Accounting / Finance or equivalent
- Preferably with at least 1 - 2 year (s) of working experience in related field
- Knowledge in purchasing and accounting would be an added advantage
- Fresh graduates are welcome to apply

10. HR ASSISTANT

Requirements:

- Possess Diploma / Degree in Human Resource Management / Business Studies / Management or equivalent
- Preferably with at least 1-2 year (s) of working experience in related field
- Good oral and written skills in English and Bahasa Malaysia
- Fresh graduates are welcome to apply

11. ACCOUNTS ASSISTANT

Requirements:

- Possess at least a Diploma in Accounting / Finance or equivalent
- Preferably with at least 1 year of working experience
- Fresh graduates are welcome to apply

12. RISK MANAGEMENT ASSISTANT

Requirements:

- Possess at least a Diploma in Commerce / Business / Finance or Management-related field
- Fresh graduates are welcome to apply

13. DRIVER

Requirements:

- Must possess a SPM
- At least 2 years of working experience as a Personal Driver
- Possess a valid driving license (D) with clean track records and good driving skills
- Able to drive & travel long distance between Miri & Murum Area on a weekly basis

BASED IN KUCHING

14. KEY ACCOUNT SALES EXECUTIVE

Requirements:

- Possess Diploma / Bachelor's Degree in Business Administration / Marketing or equivalent
- Preferably with at least 2-3 years of working experience in Sales & Marketing
- Preferably with experience in managing field sales team
- Possess a valid driving license and own transport

BASED IN KL / PENANG / MIRI

15. SALES & MARKETING EXECUTIVE

Requirements:

- Possess at least a Bachelor's Degree in Marketing / Business or equivalent
- Minimum 3 years work experience as a Sales & Marketing Executive, preferably for nutraceutical and/or cosmeceutical products
- To be based either in KL / Penang / Miri
- Possess knowledge of modern marketing techniques
- With comprehension of commercial trends and marketing strategies

BASED IN BINTULU CENTRAL WORKSHOP

16. FOREMAN / SENIOR MECHANIC / MECHANIC

Requirements:

- Possess Vocational / MLVK / Certificate / Diploma in Automotive Engineering
- At least 2 years of working experience in diagnosing, repairing & replacing components for Agricultural Tractor, Excavator, Trucks or Light Vehicles

17. WELDER

Requirements:

- Possess Vocational / MLVK / Certificate from technical institute
- Preferably with at least 3 years of related working experience
- Fresh graduates are welcome to apply as **JUNIOR WELDER**

18. PRIME MOVER DRIVER

Requirements:

- Possess at least a 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 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. SAFETY & HEALTH OFFICER

Requirements:

- Possess at least a Diploma 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
- Familiarity with OSHA requirements and knowledgeable in safety and health practices

21. HR EXECUTIVE

Requirements:

- Possess at least a Degree in Human Resource Management or equivalent
- At least 1 year experience in HR related field
- Solid verbal and written communication skills
- Ability to speak in Mandarin would be an added advantage

22. ACCOUNTS EXECUTIVE

Requirements:

- Possess at least a Degree in Accounting / Finance / C.A.T or ACCA finalist
- Preferable with 2 years of related working experience
- Knowledge of spreadsheet and computerized accounting system
- Fresh graduates are welcome to apply

23. OPERATION SUPPORT EXECUTIVE

Requirements:

- Possess at least a Degree in Logistic and Supply Chain Management / Administration or equivalent
- At least 1 year of related working experience
- Solid verbal and written communication skills
- Ability to speak in Mandarin would be an added advantage
- Knowledge in ISO

24. 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)
- Preferably with at least 1 year of working experience in related field
- Ability to speak in Mandarin would be an added advantage
- Fresh graduates are welcome to apply for **MANAGEMENT TRAINEE (PRODUCTION)**

25. QA/QC LAB ASSISTANT

Requirements:

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

26. ADMIN ASSISTANT

Requirements:

- Possess at least a Diploma in Computer Science / Business Administration or equivalent
- Good in Excel and Microsoft Office
- Preferable with knowledge in IT
- Preferable with 1 year of related working experience

27. FOREMAN (ELECTRICAL)

Requirements:

- Possess at least a Diploma / Certificate in Electrical & Electronic or equivalent
- At least 2-3 years of related working experience

28. ELECTRICIAN

Requirements:

- Possess at least a Diploma / Certificate / MLVK Level 1 & 2 in Electrical & Electronic
- At least 2-3 years of related working experience

29. 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
- Fresh graduates are welcome to apply
- Possess own transport

30. QA TECHNICIAN

Requirements:

- Possess Diploma in related field
- Preferable at least 1 year of working experience in production or manufacturing industry
- Fresh graduates are welcome to apply
- Knowledge in ISO

31. OPERATOR

Requirements:

- Possess at least a SPM Certificate
- Able to work night shifts and overtime
- Preferably NON-SMOKER and possess own transport
- Good in communication skills and basic computer skills

32. FITTER / WELDER

Requirements:

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

BASED IN MILL LOCATIONS

33. ASSISTANT MILL MAINTENANCE ENGINEER

(Location: Tinbarap Mill/ Galasah Mill / Sabaju Mill)

Requirements:

- Possess at least a Degree in Mechanical / Chemical / Electrical / Petrochemical Engineering or equivalent
- Preferably with at least 2 years of working experience in palm oil industry
- Must be prepared to work in rural locations
- Fresh graduates are welcome to apply as **MANAGEMENT TRAINEE (ENGINEER)**

34. FABRICATION WORKSHOP EXECUTIVE

(Location: Lambir Mill)

Requirements:

- Possess STPM / Diploma in Mechanical Engineering
- Preferably with at least 5 years of working experience in Mill Workshop / Fabrication
- Fresh graduates are welcome to apply as **MANAGEMENT TRAINEE**

35. PROCESS SUPERVISOR

(Location: Balingian Mill)

Requirements:

- Possess SPM / Diploma in Engineering or equivalent
- Must be prepared to work in rural location

36. CHIEF GRADER

(Location: Metanik Mill)

Requirements:

- Possess SPM / STPM certificate
- Must be prepared to work in rural location
- Fresh graduates are welcome to apply

37. BOILERMAN (GRADE 2)

(Location: Metanik Mill)

Requirements:

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

38. FITTER / JUNIOR FITTER

(Location: Metanik Mill / Sabaju Mill)

Requirements:

- Possess STPM / Certificate / Diploma in Mechanical Engineering / Welding / Fitting or equivalent
- At least 1-3 year(s) of working experience in related field
- Must be prepared to work in rural location

39. ELECTRICIAN

(Location: Galasah Mill)

Requirements:

- Possess at least a Diploma in Electrical Engineering or equivalent
- Preferably with at least 1 year of working experience in related field
- Fresh graduates are welcome to apply
- Must be prepared to work in rural location

BASED IN ESTATE LOCATIONS

40. ASSISTANT MANAGER / JUNIOR ASSISTANT MANAGER

Requirements:

- Possess a 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, FFB production, management of cost of production, budgeting accounts & estate office procedures

41. 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 welcome to apply as training will be provided for all successful candidates

42. SITE SUPERVISOR

(Location: Murum Region)

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

43. MEDICAL ASSISTANT

(Location: Murum Region)

Requirements:

- Possess Diploma in Medical Assistant or professional certificate & must be a Member of Medical Assistant Board Malaysia
- Fresh graduates are welcome 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
 - 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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