

VACANCIES

SARAWAK FORESTRY was established by the State Government to position Sarawak at the forefront of sustainable forest management and conservation. Towards that end, our workforces are comprised of well-trained and highly motivated personnel from various fields and background.

The company is seeking for candidates who are good team players, highly-motivated, self-driven, confident and passionate to be part of our team. Therefore, we are calling for applications to fill in the following positions:

1) FLEET EXECUTIVE (1 Position) (Kuching)

Duties and Responsibilities:

- Planning and development of fleet related services;
- Monitoring fleet movements;
- Recording and maintenance of fleets;
- Carrying out physical verification of fleets;
- Preparing necessary reports relating to fleets;
- Monitoring maintenance and repair of company's vehicles and equipment;
- Implementing and monitoring a preventative maintenance program to ensure cost-effective maintenance and well-scheduled maintenance program; and
- Perform any other duties assigned by the Superior.

Requirements:

- Recognized degree in Engineering (Mechanical), Logistic/Transportation or related field(s);
- Required skill(s) – Logistic Management, Fleet Services & etc;
- Knowledge on methods, techniques and procedures involved in maintenance repairs and replacement;
- Ability to troubleshoot, diagnose and repair equipment;
- At least 5 years working experience including supervisory level;
- Responsible, self-motivated and able to work independently with minimum supervision;
- Malaysian; and
- Healthy and physically fit.

2) FLEET SUPERVISOR (3 Positions) (Miri, Bintulu & Sibul)

Duties and Responsibilities:

- Assist in planning and development of fleet related services;
- Recording and maintenance of fleets;
- Carrying out physical verification of fleets;
- Responsible for the maintenance and repair of all vehicles and equipment; and
- Perform any other duties assigned by the Superior.

Requirements:

- Recognized diploma in Engineering (Mechanical), Logistic/Transportation or related field;
- Required skill(s) – Logistic Management, Fleet Services & etc;
- Knowledge on methods, techniques and procedures involved in maintenance repairs and replacement;
- Ability to troubleshoot, diagnose and repair equipment;
- At least 1 year working experience in related field(s);
- Responsible, self-motivated and able to work independently with minimum supervision;
- Malaysian; and
- Healthy and physically fit.

3) HUMAN RESOURCE ASSISTANT (2 Positions) (Kuching)

Duties and Responsibilities:

- To assist day-to-day HR activities;
- To provide administrative support for HR Section;
- Compile and update employee records (hard and soft copies);
- Process documents and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc);
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc); and
- Perform any other duties and responsibilities assigned by the Superior.

Requirements:

- SPM/STPM or equivalent;
- Experience using the QuickPay system will be an added advantage;
- At least 1 year working experience in related field(s);
- Responsible, self-motivated and able to work independently with minimum supervision;
- PC literate; and
- Healthy and physically fit.

SARAWAK FORESTRY provides attractive remuneration, a stimulating and supportive work environment and excellent career development prospects. Interested applicants are required to submit their resume stating qualifications, working experience, current and expected salary along with a recent passport-sized photograph (non-returnable) to the address/email below latest by 31st March 2017. Kindly indicate the position applied on the top left hand corner of your application letter.

SARAWAK FORESTRY CORPORATION SDN BHD

Lot 218, KCLD, Jalan Tapang
Kota Sentosa, 93250 Kuching
Sarawak

Website: www.sarawakforestry.com
Email: wih@sarawakforestry.com
(Attention: Human Resource Manager)

Only short-listed candidates will be notified. All applications will be treated in strictest confidence.