



### **Danum Sinar Sdn. Bhd. (653853-X)**

For those who has share our vision, determination, passionate about work, very aggressive in sharing ideas, and could work with minimal supervision, we offer a challenging working environment, competitive pay, stability, career growth, great benefits and a rewarding experience.

#### **FIELD CONDUCTOR (5 pax)**

##### **Requirements:**

- Candidate must possess Diploma / Certificate in Plantation or SPM
- At least 3 years' experience in plantation field (oil palm)
- Able to work independently with minimum supervision
- Good command of written and spoken Bahasa Malaysia
- Successful candidate will be based at the estate in Murum, Bintulu, Sarawak.

#### **EXECUTIVE HUMAN RESOURCE & FOREIGN WORKER**

##### **Requirements:**

- Degree in Human Resource/Business Administration/Business Study or equivalent
  - Minimum 5 years working experience
  - Knowledgeable in HR and foreign workers management.
  - Knowledgeable in general administrative services such as assets management, procurement process, copiers, insurance, telecommunication.
  - Good communication and interpersonal skill with strong leadership
  - Provide excellent administrative support to Management
  - Good writing skills in both English and Bahasa Malaysia
  - Able to work independently with minimum supervision.
  - Successful candidate will be based at Regional Office Bintulu, Sarawak.
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- **SENIOR** Knowledgeable in general administrative services such as assets management, procurement process, copiers, insurance, telecommunication.
  - Knowledgeable in general administrative services such as assets management, procurement process, copiers, insurance, telecommunication.

## **EXECUTIVE ADMINISTRATION AND PROCUREMENT**

### **Requirements:**

- Degree in Business Administration/Business Study or equivalents
- Minimum 5 years working experience
- Possess high level of negotiation, problem solving, analytical and strategic planning skill.
- Knowledgeable in general administrative services such as assets management, procurement process, copiers, insurance, telecommunication.
- Good communication and interpersonal skill with strong leadership
- Provide excellent administrative support to Management
- Good writing skills in both Bahasa Malaysia and English.
- Able to work independently with minimum supervision.
- Successful candidate will be based at Regional Office Bintulu, Sarawak.

We offer competitive remuneration, compensation and benefits, medical coverage for staff and dependents, group term life and personal accident insurance scheme, higher EPF contribution, yearly bonus and increment based on performance.

Interested candidates are required to submit the updated resumes stating personal particulars, qualifications, experiences, present & expected salary and contact number together with recent passport-sized photograph on or before **30<sup>th</sup> September 2020**.

**Regional Office Bintulu**  
**No.68, 1st & 2nd Floor,**  
**Medan Sentral Commercial Centre,**  
**Jalan Tanjung Kidurong,**  
**97010 Bintulu, Sarawak**

**Headquarters**  
**Wisma Rozali, No. 4, Persiaran Sukan**  
**Seksyen 13, 40100 Shah Alam**  
**Selangor Darul Ehsan**

Please do not hesitate to contact Manpower and Recruitment Department at  
**03-5522 8589 ext 1774 / 086-351 415** or e-mail [razis@puncakniaga.com.my](mailto:razis@puncakniaga.com.my) /  
[stella@puncakniaga.com.my](mailto:stella@puncakniaga.com.my)