



# VACANCIES

We are expanding our operations to support our initiatives and currently seeking for suitable and qualified candidates for vacancies listed below. Interested candidates are welcomed to send in or email your application with detailed resume and a passport-sized photo to the following address by **25 June 2023**.

## THE GENERAL MANAGER

### PERTUBUHAN PELADANG NEGERI SARAWAK

C4-1-15 & 16, Level 1, Cnaan Square, Jalan Stungtong Baru, 93350 Kuching, Sarawak

Tel: 082-259022 Email: [peladangsarawak@ppnswk.com](mailto:peladangsarawak@ppnswk.com)

#### 1. PROCUREMENT EXECUTIVE

Section: Human Resources & Administration

##### Responsibilities:

- Supervise, monitor and administer all the PPNS tender and quotation processes and documentations which include preparation of management paper for Management and/or Tender Committee approval.
- Overseeing and supervising all purchasing functions which includes reviewing, comparing, analyzing, and proposing products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as prices, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers/ vendors.
- Preparing budgets, cost analyses, and reports.
- Prepare contract document and other related contract documents.
- Responsible for the renewal of PPNS licenses.

##### Requirements:

- Bachelor's Degree/ Diploma in Business Administration or equivalent.
- Minimum 2 - 3 years working experience.
- Good knowledge and experience in procurement functions, tender management, contract and SLA.
- Excellent interpersonal, persuasive skill and networking ability.
- Good computer knowledge MS office application and Microsoft Excel.
- Good command of Bahasa Malaysia and English, both written and spoken.
- Strong contract negotiation skill.
- Ability to work under pressure.

#### 2. BUSINESS SUPPORT EXECUTIVE

Section: Business/ Project

##### Responsibilities:

- Preparation of presentation write up which includes researching, writing and organizing information in professional and credible manner.
- Follow up on business activities/ projects through facilitation, coordination, analysis, monitoring and collaborations with various stakeholders to ensure that these projects achieve the desired objectives and results.
- Provide other support business activities including compiling information and data, writing reports and other required documentations as per requirements by the Management and/or relevant Agencies.
- Any other administrative assign by the General Manager.

##### Requirements:

- Degree in Business Administration/ Management or other business related field.
- Minimum 3 – 5 years working experience.
- Excellent skills in MS Office.
- Excellent written and verbal communication skills and interpersonal skills.
- Possess critical thinking, analytical thinking and problem-solving skills.
- Excellent organizational skills, as well as attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Ability to meet deadlines.
- Good strategic planning abilities.

#### 3. CORPORATE COMMUNICATION EXECUTIVE

Section: Corporate Relations & Market Development

##### Responsibilities:

- Develop and execute PPNS corporate communications strategies that we will enhance the Corporate Image.
- Work with the marketing team to ensure the marketing materials have a consistent messaging.
- Create content for press releases, newsletters, etc. by working with other stakeholders.
- Ensure PPNS Corporate Website, articles, social media content, and press releases align with our brand guidelines.
- Create escalation procedures for handling unfortunate situations like bad publicity.
- Develop and cultivate strong relationships with media representatives/ media companies, including radio stations, television stations, newspapers and magazines as well as identify opportunities to raise PPNS Corporate Image through such relationships.
- Respond to media queries and requests for interviews from press.
- Write and/or edit leadership communications, effectively capturing the voice and strategic priorities of the Board, Management and Executive leadership team.
- Track the analytics for communication campaigns and use the data to create reports with actionable insights for PPNS.
- Proactive in planning and implementing events, promotional and marketing activities organized and participate by PPNS.

##### Requirements:

- Degree in Communication, Marketing or equivalent.
- Minimum of 3 – 5 years working experience in corporate communication or other related function.
- Excellent skills in MS Office and knowledge in website management, HTML is added advantage.
- Excellent written and verbal communication skills and interpersonal skills.
- Possess critical thinking, analytical thinking and problem-solving skills.
- Excellent organizational skills, as well as attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Good strategic planning abilities.
- Strong project management and corporate communications skills.

#### 4. MARKET DEVELOPMENT EXECUTIVE

Section: Corporate Relations & Market Development

##### Responsibilities:

- Gathers and analyses market research data to create strategies for the marketing and branding of PPNS products.
- Creates presentations and speeches geared towards large audiences to promote a new product or line, gather support for an upcoming event and increase public awareness.
- Works with a team from other departments to prepare quarterly and annual reports on marketing initiatives and market outreach activities.
- Designs publicity campaigns for various PPNS products.
- Develop sales strategies in tandem with IoT and Wholesale section.
- Meet with clients to ascertain marketing goals.
- Create questionnaires and surveys.
- Conduct secondary research, including finding information from industry associations, statisticians and marketing experts.
- Offer insights about product potentials.

##### Requirements:

- Degree in Communication, Marketing or equivalent.
- Minimum of 3 – 5 years working experience in market development or other related function.
- Good understanding of market research techniques, data analysis and statistics methods.
- Thorough knowledge of strategic planning principles and marketing best practices.
- Proficient in MS Office and marketing software (e.g. CRM)
- Excellent written and verbal communication skills and interpersonal skills.
- Possess critical thinking, analytical thinking and problem-solving skills.
- Excellent organizational skills, as well as attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Creativity and commercial awareness.

#### 5. ASSISTANT EXECUTIVE (Quantity Surveyor)

Section: Engineering & Technical Services

##### Responsibilities:

- Reviewing construction plans and preparing quantity requirements.
- Scrutinizing maintenance and material costs, as well as contracts to ensure the best deals.
- Liaising with site managers, clients, contractors, and subcontractors.
- Preparing reports, analyses, contracts, budgets, risk assessment, and other documents.
- Advising managers and clients on improvements and new strategies.
- Keeping track of materials and ordering more when required.
- Documenting any changes in design and updating budgets.
- Establishing and maintaining professional relationships with external and internal stakeholders.
- Traveling from the office to various sites as required.

##### Requirements:

- Diploma in Quantity Surveyor.
- Minimum 2 – 3 years working experience in related field.
- Proficiency in MS Office and others.
- Disciplined, meticulous and good communication skills.
- Able to multi task, independent, proactive and self-motivated.

#### 6. SALES & MARKETING EXECUTIVE

Section: IoT Marketing & Retail Operations

##### Responsibilities:

- Market and sell agricultural products through Peladang eShop which include conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities to expand the market of Peladang eShop.
- Liaise, collaborate and build relationships with existing customers, including supermarkets, retailers and resellers to improve sales.
- Participate in various events, expos, and roadshows to set up booths, network with potential clients, and promote Peladang eShop's products and services.
- Maintain accurate records and reports of sales activities, including regular stock takes, and provide regular updates to management on progress.
- Collaborate with team to create innovative and effective sales and marketing campaigns, including social media, email, and other digital channels.
- Work independently to achieve sales targets and objectives, while maintaining a high level of professionalism and integrity in all interactions with clients and stakeholders.

##### Requirements:

- Degree in Marketing / Agribusiness or equivalent.
- Minimum 2 - 3 years working experience.
- Having knowledge and experience in marketing of Agri-Products and Produces involving IoT.
- Preferably having knowledge and experience in developing and utilizing IoT for Marketing.
- Excellent interpersonal, persuasive skill and networking ability.

#### 7. SALES & OPERATIONS ASSISTANT

Section: IoT Marketing & Retail Operations

##### Responsibilities:

- Receiving, processing, and organizing shipments and deliveries accordingly for Peladang eShop.
- Restocking depleted or low shop items and ensuring that the sales floor is organized according to established guidelines.
- Informing customers of shop promotions to encourage purchases.
- Performing regular price audits to identify and correct price discrepancies.
- Addressing and resolving customers complaints in a professional manner.
- Maintaining an in-depth knowledge of store items to provide advice and recommendations as needed.

##### Requirements:

- STPM/ SPM Holders.
- Minimum 2 years working experience.
- Preferably having knowledge and experience in retail sales.
- The ability to work in a fast-paced environment.
- Effective communication and customer service skills.

#### 8. OPERATION EXECUTIVE

Section: Wholesale Operations

##### Responsibilities:

- Developing new business relationships and maintaining existing ones with suppliers to ensure adequate supply of products.
- Researching new product lines and developing new business opportunities for PPNS.
- Negotiating contracts with vendors to ensure that terms are fair for both parties.
- Monitoring inventory levels to ensure that products are available when needed.
- Ensuring that products are stored properly to eliminate spoilage or damage.
- Reviewing sales reports on a regular basis to identify opportunities for inventory turnover or markdowns.
- Monitor product sales and inventory levels.
- Developing and implementing marketing strategies to promote products and increase sales volume.

##### Requirements:

- Diploma/ Degree in Marketing / Agribusiness / Computer Science or equivalent.
- Minimum 2 - 3 years working experience.
- Having knowledge and experience in wholesale operations is added advantage.
- Excellent interpersonal, persuasive skill and networking ability.

#### 9. LORRY DRIVER

Section: Wholesale Operations

##### Responsibilities:

- Safely securing heavy loads and large goods for transport.
- Organising multiple drop-offs and deliveries in each working day.
- In charge of loading and unloading of deliveries into the lorry.
- Ensuring vehicles are mechanically sound and legally roadworthy.
- Updating necessary documentation, recording deliveries and tracking mileage.

##### Requirements:

- Minimum SPM qualification
- Driving license Class E, GDL
- Minimum 3 years relevant experience
- Physically fit

#### 10. ASSISTANT OPERATIONS EXECUTIVE (BATANG AI)

Section: Agricultural Inputs Business & Transportation Services

##### Responsibilities:

- Supervising, monitoring, administering and managing day-to-day operations at Batang Ai.
- Assisting the Manager with operational issues.
- Providing excellent customer service.
- Analyzing all operations and forwarding suggestions for improvement to the Manager.

##### Requirements:

- STPM/ SPM Holders.
- Minimum 2 years working experience.
- Preferably having knowledge and experience in retail sales.
- The ability to work in a fast-paced environment.
- Effective communication and customer service skills.

#### 11. SALES & OPERATIONS ASSISTANT (BATANG AI)

Section: Agricultural Inputs Business & Transportation Services

##### Responsibilities:

- Receiving, processing, and organizing shipments and deliveries accordingly for Batang Ai operations.
- Restocking depleted or low items and ensuring that the sales floor is organized according to established guidelines.
- Performing regular price audits to identify and correct price discrepancies.
- Addressing and resolving customers complaints in a professional manner.
- Maintaining an in-depth knowledge of store items to provide advice and recommendations as needed.

##### Requirements:

- STPM/ SPM Holders.
- Minimum 2 years working experience.
- Preferably having knowledge and experience in retail sales.
- The ability to work in a fast-paced environment.
- Effective communication and customer service skills.

#### 12. OPERATIONS EXECUTIVE

Section: Contract Works

##### Responsibilities:

- To assist the Manager in charge to coordinate, monitor site and operations of estate development works, farm mechanization services and other related PPNS businesses/ projects.
- Ensure project assigned are managed to the standard in accordance with acceptable agricultural and practice and PPNS's requirements.
- Provide leadership skills to the operations team and deliver optimum performance.
- Ensure timely submission of reports as required by the Manager.
- Coordinate with all necessary vendors, contractors, suppliers, services providers, client or related Agencies
- To ensure that the project is moving forward on time and on budget.
- Highly organized, adaptable, and able to prioritize tasks while working independently.
- Able to motivate others and keep them on task in a positive and encouraging manner.

##### Requirements:

- Diploma/ Degree in Marketing / Agribusiness / Plantation Management or equivalent.
- Minimum 2 - 3 years working experience.
- Familiar with plantation, farm mechanization and agriculture development works.
- Work independently, dynamic and result oriented.
- Good people management, communication and report writing skills.
- Able to work in all Division within Sarawak.

#### 13. SUPERVISOR (ESTATE WORKS & FARM MECHANIZATION)

Section: Contract Works

##### Responsibilities:

- To supervise, monitor, administer and manage site operation, ensure smooth running field operations and on time completion and delivery of project assigned.
- Day-to-day management of the site, including supervising and monitoring the site labour force and the work of any subcontractors / partners.
- Ensure the quality of works and delivery is as per client/ PPNS requirements and guidelines.
- Work/ farm mechanization development management including utilization of human capital, materials and machineries.
- To assist Manager in Charge in project budgeting and planning.
- Assist in project administration and documentation works.

##### Requirements:

- Possess SPM/SPCM/Certificate relevant disciplines or equivalent.
- Minimum of 2 years' relevant working experience in the industry.
- Familiar with plantation, farm mechanization and agriculture development works.
- Able to work in all division within Sarawak.
- Able to work independently with little supervision.
- Reliable, trustworthy, and committed to team's success.

#### 14. HYDRAULIC EXCAVATOR OPERATOR

Section: Contract Works

##### Responsibilities:

- To carry out estate new development, replanting and maintenance works.
- To excavate new or maintain fishpond, agriculture areas and other related to excavation work.
- To operate machinery in flat, hilly and swamp area.
- Operating control to excavate, break, drill level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials.
- Must be prepared to work in rural conditions or any other places in Sarawak.

##### Requirements:

- Candidate must have certificate in PMR/ SPM/ Vocational/ Technical Institute of Automotives/ CIDB (Hydraulic Operator Excavator)
- At least 3 – 5 years working experience in related field.
- Those without technical qualification, over 7 years related working experience may also be considered.
- Good attitude, integrity and fit physical condition
- Basic Mechanical aptitude
- Hardworking and able to work independently under minimal supervision.

#### 15. FIELD ASSISTANT

Section: Contract Works

##### Responsibilities:

- To assist and support the smooth running of the day-to-day operations for the estate development works, farm mechanization services and other related PPNS businesses/ projects.
- All other duties as requested by the superior.

##### Requirements:

- PMR/ School leavers
- Minimum 18 years old
- Physically fit
- The ability to work in a fast-paced environment.
- Hardworking and able to work independently under minimal supervision.