

# 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 **3<sup>rd</sup> November 2023**.



**THE GENERAL MANAGER  
PERTUBUHAN PELADANG NEGERI SARAWAK**  
C4-1-15 & 16, Level 1, Canaan Square, Jalan Stutong Baru, 93350 Kuching, Sarawak  
Tel: 082-259022 email: peladangsarawak@ppnswk.com

## 1. EVENT COORDINATOR

**Section** : Corporate Affairs  
**Number of opening** : 2

### Responsibilities:

- Responsible for planning, organizing, and executing a variety of events for organizations
- Develop detailed event plans, including timelines, budgets, and logistical requirements. Coordinate all aspects of the event such as catering, decor, audio-visual setup and entertainment.
- Work closely with clients to understand their event requirements, vision, and objectives.
- Liaise with various vendors, including caterers, decorators, photographers, and entertainers. Negotiate contracts, manage vendor relationships, and ensure service meets quality standards.
- Oversee event logistics, including transportation, accommodation arrangements, and on-site coordination. Anticipate and troubleshoot any issue that may arise during events.
- Collaborate with internal teams, including marketing, sales and design to create cohesive event experiences that align with client objectives and organization standards.
- Maintain high-quality standards in all aspects of event execution. Conduct post-event evaluations and gather feedback to continuously improve services.

### Requirements:

- Diploma / Degree in related field.
- Minimum 2 years of working experience in event coordination.
- Strong understanding of operations, event logistics, and vendor management.
- Excellent communication and interpersonal skills.
- Creative mindset with the ability to think innovatively and adapt to different client needs.
- Proficiency in Microsoft Office Suite and event management software.
- Ability to work under pressure, meet tight deadlines, and handle multiple projects simultaneously.
- Willingness to work flexible hours, including evenings and weekends, as required by event schedules.

## 2. SUPERVISOR

**Section** : Retail Operations (Farmers' Product)  
**Number of opening** : 1

### Responsibilities:

- Manage day-to-day Peladang eShop operations to ensure smooth and seamless customer experiences.
- Place order with local vendors / suppliers to provide supplies/services for Peladang eShop.
- Proficiently utilizes POS systems to manage inventory, pricing, and generate detailed sales reports.
- Perform the duties of a cashier, including accurately and efficiently processing customer transactions using POS systems and other payment methods.
- Proficient in using computer software programs such as Google Sheets to generate sales and revenue reports and perform other administrative tasks.
- Provide exceptional customer service including greeting customers, answering questions, and resolving any issues that may arise during the checkout process.
- Analyze sales data and market trends to make strategic product pricing and promotions decisions, and monitor the effectiveness of marketing campaigns.
- Collaborates effectively with store staff to coordinate and optimize all aspects of the sales process for maximum efficiency and effectiveness.
- Performs other duties as assigned.

### Requirements:

- Diploma/Degree in business studies or any relevant fields
- Experience in retail sales/customer services is also required for this job
- Knowledge of retail management best practices
- Excellent customer service skills
- Outstanding communication and interpersonal abilities
- Self-motivated, result-oriented, and able to work independently
- Familiarity with agricultural products is a plus

## 3. CASHIER

**Section** : Retail Operations (Farmers' Product)  
**Number of opening** : 2

### Responsibilities:

- Operate cash registers, process transactions accurately and provide customers with receipts.
- Accountability and accuracy in reconciling sales receipts and records.
- Attention to detail to maintain accurate inventory and transaction records.
- Track transactions on balance sheets and report any discrepancies.
- Knowledge of point-of-sale system.
- Resolve customer complaints, guide them and provide relevant information.
- Maintain clean and tidy checkout areas.
- Bag, box or gift-wrap packages.
- Handle merchandise returns and exchanges
- Greet and engage with customers, offering assistance and product recommendations.
- Maintain product displays, restock shelves, and ensure accurate product labeling.
- Keep abreast of product knowledge and stay updated on new arrivals and promotions.
- Perform the preparation of ready-to-cook food/beverage items, add value to existing raw material, serve food to customers, uphold cleanliness of preparation and serving areas.
- Collaborate with team members to create a positive and efficient store environment.
- Conducting periodic stock counts and reporting discrepancies.
- Uphold the store's cleanliness and orderliness to provide an inviting shopping atmosphere.
- Performs other duties as assigned.

### Requirements:

- Proven customer service or retail experience is a plus
- SPM/Diploma or equivalent qualification
- Good communication and negotiation skills
- Great attention to detail
- Flexibility and adaptability

## 4. RETAIL ASSISTANT

**Section** : Retail Operations (Farmers' Product)  
**Number of opening** : 2

### Responsibilities:

- Operate cash registers, process transactions accurately and provide customers with receipts.
- Accountability and accuracy in reconciling sales receipts and records.
- Attention to detail to maintain accurate inventory and transaction records.
- Track transactions on balance sheets and report any discrepancies.
- Knowledge of point-of-sale system.
- Resolve customer complaints, guide them and provide relevant information.
- Maintain clean and tidy checkout areas.
- Bag, box or gift-wrap packages.
- Handle merchandise returns and exchanges
- Greet and engage with customers, offering assistance and product recommendations.
- Maintain product displays, restock shelves, and ensure accurate product labeling.
- Keep abreast of product knowledge and stay updated on new arrivals and promotions.
- Perform the preparation of ready-to-cook food/beverage items, add value to existing raw material, serve food to customers, uphold cleanliness of preparation and serving areas.
- Collaborate with team members to create a positive and efficient store environment.
- Conducting periodic stock counts and reporting discrepancies.
- Uphold the store's cleanliness and orderliness to provide an inviting shopping atmosphere.
- Performs other duties as assigned.

### Requirements:

- Proven customer service or retail experience is a plus
- SPM/Diploma or equivalent qualification
- Good communication and negotiation skills
- Great attention to detail
- Flexibility and adaptability

## 5. OPERATIONS EXECUTIVE

**Section** : Wholesale Operations (Farmers' Product)  
**Number of opening** : 1

### Responsibilities:

- Developing new business relationships and maintaining existing ones with suppliers to ensure.
- 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 holder in Marketing / Agribusiness / Operation or relevant
- Minimum 2-3 years working experience
- Having knowledge and experience in marketing of farmer's Products and Produces involving IoT
- Excellent interpersonal, persuasive skill and networking ability
- Strong computer and marketing skills, knowledge in Adobe Photoshop will be advantage
- Preferably having knowledge and experience in sales and marketing Farmer's Products
- Have a driving licence
- Willing to work during weekend n public holiday if needed.

## 6. ASSISTANT OPERATIONS EXECUTIVE

**Section** : Wholesale Operations (Farmers' Product)  
**Number of opening** : 3

### Responsibilities:

- 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
- Developing and implementing marketing Strategies to promote products and increase sales volume
- Receiving and processing fresh produces according to PPNS procedures which include basic wholesale work such as cleaning and packaging, sorting stock items, counting stock, distributing stock from trucks to storage warehouse and vise versa.
- Sorting and adding goods and ensuring that the name, quantity labels affixed are correct and well organized according to PPNS requirements.
- Checking stock and informing the supervisor/ manager of the list of goods that need to be ordered, check stock that is about to expire (expired) and inform the supervisor/manager.

### Requirements:

- SPM/ STPM
- Minimum 2-3 years working experience
- Having knowledge and experience in marketing of farmer's Products and Produces involving IoT
- Excellent interpersonal, persuasive skill and networking ability
- Preferably having knowledge and experience in sales and marketing Farmer's Products
- Have a driving licence
- Willing to work during weekend and public holiday if needed.

## 7. OPERATIONS ASSISTANT

**Section** : Wholesale Operations (Farmers' Product)  
**Number of opening** : 5

### Responsibilities:

- Receiving and processing fresh produces according to PPNS procedures which include basic wholesale work such as cleaning and packaging, sorting stock items, counting stock, distributing stock from trucks to storage warehouse and vise versa.
- Sorting and adding goods and ensuring that the name, quantity labels affixed are correct and well organized according to PPNS requirements.
- Checking stock and informing the supervisor/ manager of the list of goods that need to be ordered, check stock that is about to expire (expired) and inform the supervisor/manager.
- Ensuring that the work area is always clean and tidy.
- Maintaining an in-depth knowledge of store items to provide advice and recommendations as needed.

### Requirements:

- SPM/ STPM
- Minimum 2-3 years working experience
- Preferably having knowledge and experience in sales and marketing Farmer's Products
- Willing to learn
- Willing to work during weekend and public holiday if needed.

## 8. SUPERVISOR

**Section** : Wholesale Operations (Farmers' Product)  
**Number of opening** : 1

### Responsibilities:

- 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
- Receiving and processing fresh produces according to PPNS procedures which include basic wholesale work such as cleaning and packaging, sorting stock items, counting stock, distributing stock from trucks to storage warehouse and vise versa.
- Sorting and adding goods and ensuring that the name, quantity labels affixed are correct and well organized according to PPNS requirements.
- Checking stock and informing manager of the list of goods that need to be ordered, check stock that is about to expire (expired) and inform manager

### Requirements:

- SPM/ STPM
- Minimum 2-3 years working experience
- Having knowledge and experience in marketing of farmer's Products and Produces involving IoT
- Excellent interpersonal, persuasive skill and networking ability
- Preferably having knowledge and experience in sales and marketing Farmer's Products
- Have a driving licence
- Willing to work during weekend and public holiday if needed.

## 9. SUPERVISOR

**Section** : Agricultural Inputs and Transportation Services  
**Number of opening** : 1

### Responsibilities:

- Monitor and arrange the schedule for lorry drivers and attendants.
- Monitor the condition of the vehicles before and after use.
- Monitor the log book for each vehicle every first week.
- Handle the administrative part for the vehicles.
- Ask the quotation from the supplier for a new purchase of vehicle.
- Monitor the stock in and out of agriculture inputs.
- Arrange the stacking of agriculture inputs.
- Handle the packaging of fertilizer.
- Handle the selling and marketing at warehouse.
- Deal with the customer for the location and delivery date and time.

### Requirements:

- Minimum SPM, with 2 years experiences.
- Knowledge in a procurement and transportation services.
- Able to work overtime.

## 10. OPERATIONS ASSISTANT

**Section** : Agricultural Inputs and Transportation Services  
**Number of opening** : 2

### Responsibilities:

- Handle the packaging of agriculture inputs.
- Monitor the conditions of the agriculture inputs.
- Weekly cleaning of the agriculture inputs and warehouse area.
- Handle the stacking of agriculture inputs.

### Requirements:

- Minimum SPM, with 2 years experiences.
- Knowledge in a fertilizer processing and packaging.
- Able to work overtime.

## 11. PROCUREMENT CLERK

**Section** : Procurement  
**Number of opening** : 1

### Responsibilities:

- To assist Procurement Executive to prepare quotation/tender documents.
- To look for daily tender notice/advertisement in the newspaper or online.
- To request for quotation price from establish and principal suppliers.
- To follow up tender progress with the customers.
- To prepare tender progress report.
- To communicate with the suppliers and customers.
- To file and keep tender documents in order.
- To follow up the issuing of purchase order from customers.

### Requirements:

- STPM/SPM is preferred.
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.

## 12. RECEPTIONIST CUM CUSTOMER SERVICE

**Section** : Human Resources and Administration  
**Number of opening** : 1

### Responsibilities:

- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Perform other clerical receptionist duties such filing, photocopying, transcribing, and faxing.

### Requirements:

- Diploma in Public Administration / Diploma in Office Management and Technology is a plus or any other relevant field is preferred.
- Minimum 1-3 years working experience
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Customer service attitude

## 13. ADMIN CLERK

**Section** : Human Resources and Administration  
**Number of opening** : 1

### Responsibilities:

- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Perform other clerical duties such as filing, photocopying, transcribing, and faxing.
- Communicate with managers to coordinate schedules.
- Prepare essential documentation, including memos, reports, and other forms of communication.
- Handle human resource duties, including managing personnel databases and payroll.
- Regularly check and maintain record of necessary office supplies.

### Requirements:

- STPM/SPM is preferred.
- Minimum 1-3 years working experience.
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.

## 14. OFFICE ASSISTANT

**Section** : Human Resources and Administration  
**Number of opening** : 1

### Responsibilities:

- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- Ensuring the office runs smoothly.

### Requirements:

- SPM / PMR is preferred.
- Minimum 1-3 years working experience.
- Preferably male candidate
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.

## 15. EXCAVATOR OPERATOR

**Section** : Farm Mechanization & Estate Works  
**Number of opening** : 2

### Responsibilities:

- To carry out estate new development, replanting and maintenance works.
- To excavate new or maintain fishpond, agriculture roads 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 Automotive/ 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.

## 16. FIELD ASSISTANT

**Section** : Farm Mechanization & Estate Works  
**Number of opening** : 2

### 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.

## 17. ASSISTANT TECHNICAL EXECUTIVE

**Section** : Engineering and Technical Services  
**Number of opening** : 1

### 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, consultants and members of the engineering teams on the technical and commercial issues
- Preparing reports, analyses, contracts, budgets, risk assessments, and other documents.
- Advising managers and clients on improvement 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/Architect/Engineering or equivalent
- Minimum 2-3 years working experience in related field
- Proficiency in MS Office and other Engineering software such as AutoCAD, etc
- Disciplined, meticulous and good communication skills
- Able to multitask, independent, proactive and self-motivated

## 18. ELECTRICIAN

**Section** : Engineering and Technical Services  
**Number of opening** : 1

### Responsibilities:

- Installing, maintaining and repairing electrical control, wiring and lighting systems
- Performing general electrical maintenance
- Inspecting transformers, circuit breakers and other electrical components
- Troubleshooting electrical issues using appropriate testing devices
- Repairing and replacing equipment, electrical wiring and fixtures
- Performing circuit breaker corrective maintenance
- Traveling from the office to various sites as required

### Requirements:

- Possess PMR/SPM/Certificate relevant disciplines or equivalent
- Minimum of 2-5 years relevant working experience in the industry
- Able to multitask, independent, proactive and self-motivated

## 19. WELDER

**Section** : Engineering and Technical Services  
**Number of opening** : 1

### Responsibilities:

- Laying out pieces to be assembled according to blueprints, schematics, specifications or work orders
- Repair metal components in order to restore full functionality and safety performance.
- Performing general building maintenance involved fabrication & welding
- Troubleshooting electrical issues using appropriate testing devices
- Repairing and replacing equipment related to steel fabrication & welding
- Maintain tools and equipment to a professional standard. Keep work station clean and orderly to retain a safe and operational work environment.
- Employ physical strength and endurance to complete all welding tasks.
- Traveling from the office to various sites as required

### Requirements:

- Possess PMR/SPM/Certificate relevant disciplines or equivalent
- Minimum of 2-5 years relevant working experience in the industry
- Able to multitask, independent, proactive and self-motivated

## 20. ADMINISTRATIVE ASSISTANT

**Section** : Joint Venture Commercial Agriculture Development Project  
**Number of opening** : 1

### Responsibilities:

- To carry out procurement works for JV Company
- To perform project administration and reporting
- Assist in the project paper, proposal writing paper and reporting
- Involved in the operation matters relating to PPNS' projects and JV Business
- Administer and execute paperwork to ensure smooth operations
- Organize and file daily documents
- Responsible to source, negotiate and purchase materials from vendors
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specification required for the projects
- Monitor supply markets and industries including pricing trends, new suppliers and alternative solutions related to the projects
- Responsible for daily operational purchasing needs such as planning, issuing and following up on Purchase Orders deliveries and shipment schedules
- Evaluate supplier performance based on quality standards, delivery time and best prices, ensuring all criteria are met in accordance with requirements and specifications
- Responsible for implementing internal procurement strategies

### Requirements:

- Diploma / Degree in any discipline or other equivalent
- Well versed in Microsoft Office Applications (Word, Excel, Power Point and etc.)
- Minimum 3 years working experience in Procurement.
- Good interpersonal and communication skills
- Applicant must be willing to travel within the areas of work.