



## **KWANTAS GROUP – SIBU, SARAWAK**

<b><u>No.</u></b>	<b><u>Vacant Position(s)</u></b>	<b><u>Job Closing Date(s)</u></b>
<b>1</b>	<b>Field Supervisor</b>	<b>30 November 2023</b>
<b>2</b>	<b>General Clerk</b>	<b>30 November 2023</b>

## FIELD SUPERVISOR

### Key Responsibilities

- Make the Master Call and arrange duty for workers;
- Supervise workers and update the pocket check roll;
- To perform related duties as assigned by superior and/or management as and when required.
- Assign/Supervise day to day works to general workers & contractor workers.
- Plan and record all day to day works and monitor for completion at the end of each day.
- Allocate and arrange workers and machineries for field operation.
- Coach and train general workers and contractor workers on field operation.

### Key Job Requirements

- Possess at least Diploma / Degree in Agriculture/ Professional Certificate/ Plantation Management or related discipline.
- Able to effectively communicate & motivate workers.
- Able to plan & implement work arrangement to achieve goals & targets.
- At least 2 years working experience in the related field is required for this position.
- Good command in both written and spoken English and Bahasa Malaysia

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## GENERAL CLERK

### Key Responsibilities

- Maintains human resources records (applicable only to estate workers) by recording new hire, transfers, termination, changes in job classifications, merit increases, and staff tracking leaves.
- Prepare and control Monthly Petty Cash/Account Report to establish the operating expenses are within budget.
- Monitor and prepare employees check roll to ensure all paid salary are in accurate complies to the company's policies and regulations.
- Filling and update related records and documents.
- Ensures that the communication records are documented properly for future reference.
- Disseminates notice to the Estate Manager, Assistant Managers and/or Divisional Assistant Managers any changes or amendments required to comply with the new or amended legislation.

### Key Job Requirements

- Candidate with SPM, Professional Certificate, Diploma in Administration/ Management/ Business or equivalent is preferred.
- At least 1 to 2 years of hands-on working experiences in administration/related field is required for this position.
- Able to exert smooth communication to others from all levels.
- Computer literate. Proficient in using Microsoft Office 365, Adobe Acrobat etc.
- Good command in Bahasa Malaysia

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