

The Sarawak Timber Association (STA) currently has about 600 member companies. A team of dedicated staff in the Secretariat executes the work of the Association under the STA Council. Both the Association and two of its wholly-owned companies, STA Enterprises Sdn Bhd. (STAE), STA Training Sdn Bhd. (STAT), are now looking for suitable candidates to fill the following vacant positions.

(1) SECRETARY (STA) - 1 Position

The primary responsibility of the successful candidate shall be to assist in and/or handle matters related to Membership; to carry out routine secretarial assignments, including dictated, written or composed correspondence; to perform a variety of general clerical duties; to provide supervision and work coordination of others; and to perform related duties as required. All applicants must have at least a certificate in secretarialship and at least one year relevant working experience.

(2) MEMBER SERVICES OFFICER (PUBLIC RELATIONS) (STA) - 1 Position

The primary responsibility of the successful candidate shall be promoting the Association externally via publicity and community relations. All applicants must possess at least a degree in Mass Communication or its equivalent; have excellent writing and communication skills with proficiency in English, Mandarin & Bahasa Malaysia; be knowledgeable in the use of the following software: Adobe Illustrator, Adobe Photoshop, Adobe Pagemaker, Microsoft Publisher or other equivalent publication programmes; have at least a year's working experience in public relations work; and be able to work independently and meet tight deadlines under minimum supervision.

(3) MAINTENANCE SUPERVISOR (STAE) – 1 Position

The primary responsibility of the successful candidate shall be responsible for M&E services and general maintenance of Wisma STA. All applicants must have at least Diploma in Mechanical & Electrical Engineering or other recognized relevant technical certificates with a minimum of five years working experience in building maintenance or equivalent. Applicants must have own means of transport and be able to write reports and preferably, possess valid Chargeman Certificate.

(4) TECHNICIAN (STAE) – 1 Position

The primary responsibility of the successful candidate shall be responsible for M&E services and general maintenance of Wisma STA. All applicants must have at least Certificate/Diploma in Mechanical & Electrical Engineering or other recognized technical training certificates with a minimum of two years working experience in building maintenance or equivalent. Applicants must have own means of transport and those with valid Wireman Certificate are preferred.

(5) TRAINEE TRAINING INSTRUCTORS (STAT) – 3 Positions

All applicants must be male and have at least SPM or equivalent qualifications. Applicants must have a flair for outdoor work and a strong desire for success in implementing training programmes for workers from the forest industries. Applicants with at least one year working experience in any one of the following areas of (i) tree/log/timber identification, (ii) Forest Surveying and (iii) Driving a Logging Truck are encouraged to apply. Applicants who had completed the Trainer Development Programme conducted by STA Training Sdn. Bhd. are encouraged to apply. Extensive traveling to the field and logging camps will be required.

(6) TRAINING INSTRUCTORS (STAT) – 2 Positions

All applicants must be male and have at least a Diploma or equivalent qualifications. Applicants must have leadership skills, a flair for outdoor work and a strong desire for success in implementing training programmes for workers from both the forestry and timber industries. Applicants with at least two years working experience in any one of the following areas of (i) Forest Surveying and (ii) Driving a Logging Truck are encouraged to apply. Extensive traveling to the field and logging camps will be required.

(7) IT OFFICER (STAT) – 1 Position

All applicants must have at least a degree in IT from any recognized university, with a minimum of two years of working experience in database design and digital video production. The successful applicant will be responsible for (i) designing and managing a database for registering workers under training, using Microsoft Access or other similar software and (ii) producing training-related videos using Ulead VideoStudio or other similar software.

(8) ADMIN/TRAINING OFFICER (STAT) - 1 Position

All applicants must have at least a degree in any field from any recognized university, with a minimum of two years of working experience. The successful candidate: shall maintain communication with management of logging camps, handle public relation matters of the Company, assist STA members in ensuring effective use of their employees' skills via training. Extensive traveling to the field and logging camps will be required.

An attractive remuneration package commensurates with his/her qualifications and working experience awaits the successful candidates.

For all positions, preference will be given to candidates who possess good communication, languages and computer skills, are motivated, independent and mature. Good interpersonal skills and the ability to be a team player are vital. Individuals with the relevant qualifications and experience are invited to submit an application to fill the above vacancies (indicating on the envelope the position applied for) together with (1) a resume (2) a photocopy of education/training certificates (3) a statement of expected monthly salary (4) contact address and telephone and (5) a recent passport-size photo (non-returnable) to

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Applications without the full information required or appropriate qualification will be rejected. The closing date for all applications is Friday 18 February 2011. Only short-listed candidates will be called for interview.