



# HENGYI INDUSTRIES SDN BHD

*Excellence in developing Petrochemicals;  
through pursuing Innovation and Business sustainability*

**Hengyi Industries Sdn Bhd** is set to develop an Integrated Refinery and Aromatics Cracker Project on Pulau Muara Besar (PMB) in Brunei Darussalam. The investment amount for Phase 1 of the proposed Project is projected at US\$ 4 billion and will generate more than 1500 jobs in Brunei Darussalam.

We are inviting interested applicants to write in for the following vacant positions. The Job specifications and requirements are as follows:

## 1. Legal Counsel (1 posts)

Roles and Responsibilities:

- Support senior management in its obligation relating to legal and contractual issues.
- Respond to senior managements requirements for legal support and advice on maintain legal risk, pre-empting and addressing legal issues, managing disputes and safeguarding Hengyi's best interest in contractual transactions.
- Manage and coordinate Hengyi's legal obligations; including planning, preparing reviewing and negotiating legal documentation relating to Hengyi's activities including contracts, tender documentation, memorandum of understanding and non-disclosure agreement.
- Be part of a team in supporting other divisions in developing, negotiating and executing major contracts.
- Be part of a team that carries out the secretarial role for the Senior Management, attending board meeting and tenders.
- Coordinate and work closely with the external lawyers.

### Requirements:

The successful candidate shall have a minimum of 5 – 8 years' experience in legal / Contract Management / relevant commercial roles. Priority will be given to candidates who meets the following criteria:

- Hold an LLB Degree or equivalent legal qualification.
- Preferably be qualified as a barrister or solicitor of England or equivalent and admitted to the Brunei Bar.
- Be able to manage a team of legal strategy officers.
- Demonstrate strong business/commercial acumen in dealing with projects/transactions.
- Possess excellent drafting negotiation and problem-solving skills and mature judgement.
- Fluent in English and Malay, and Mandarin would be an added advantage.
- Computer literate and have a good knowledge of commercial computer application software.

## 2. Finance Assistant (International Settlement) (1 posts)

Roles and Responsibilities:

- Responsible for various incoming and outgoing payments, to update the fund management system on timely basis.
- To process issuance of Letter of Credit and follow up with subsequent documents acceptance work.
- To update records for TT and LC data offline and online.
- To manage and monitor funds obtained from local financing.
- To record all transactions on daily basis, hence ensuring that daily bank balances are reconciled.
- To upload all bank advices to system timely.
- To assist in annual audit of the company.
- To complete any assigned ad-hoc tasks.

### Requirements:

Priority will be given to candidates who meets the following criteria:

- Minimum Bachelor's Degree major in Finance.
- Possess knowledge with local accounting standards and general knowledge in Finance field.

- Experienced in using finance management software and Microsoft Office.
- Good professional knowledge in treasury settlement and international trading activities.
- Good communication and presentation skills. Willing to learn and knowledge sharing.
- Good working attitude and pleasant personality.
- Attentive to details and with strong teamwork spirit.
- Able to work under stress.

### **3. Accounts Assistant (1 posts)**

Roles and Responsibilities:

- Responsible for verification of expense claims, checking of supporting documents and accuracy of the claim amount.
- Identify and assess any possible issues with the claim procedures from time to time and to report accordingly to the relevant department, in order to standardize the procedures across the company.
- To ensure all bookkeeping and accounting tasks are completed timely and accurately based on the standard standards.
- To maintain proper financial records and ensure completeness of documentation.
- To complete any assigned ad-hoc tasks.

Requirements:

The successful candidate shall have a minimum of 1 year work experience in related field. Priority will be given to candidates who meets the following criteria:

- Minimum Bachelor's Degree major in Finance / Accounts.
- Possess knowledge with local accounting standards and general knowledge in Finance field.
- Experienced in using finance management software and Microsoft Office.
- Good communication and presentation skills.
- Willing to learn and knowledge sharing.
- Good working attitude and pleasant personality.
- Attentive to details and with strong teamwork spirit.
- Able to work under stress.

### **4. Bus Driver (2 posts)**

Roles and Responsibilities:

- Drive buses to transport passengers from one place to another.
- Responsible for the safety and comfort of their passengers while they travel on bus.
- Transport people through local routes, making scheduled stops to pick up and drop off passengers.
- Checking transport passes.
- Helping passenger with difficulties for get in and drop off.
- Driving legally and safely.
- Monitoring vehicle parts.
- Dealing with any anti-social behaviour on the bus.

Requirements:

The successful candidate shall have a minimum of 2 years work experience driving 21 seaters or 45 seaters. Priority will be given to candidates who meets the following criteria:

- Possess at least O'level or equivalent qualification.
- Acquire Class 6 driving license.
- Able to work under pressure and on shift.
- Responsible, reliable and have excellent driving skills.

- Have good knowledge about routes and geography.
- Being polite and assertive.
- Have knowledge about other languages for overseas travels.
- Have high attention to details.
- Have interpersonal abilities.
- Have knowledge about safety and health issues.
- Be medically and physically fit and possess good communication skills.
- Dedicated to maintaining safe operations enforcing strict conformance with all government regulations and applicable company procedures and policies.
- Certification in defensive driving is favourable.

A comprehensive and attractive remuneration package will be offered to the successful candidates depending on their qualification and experience. Preference will be given to Brunei Citizens and Permanent Residents of Brunei Darussalam.

Interested applicants are requested to write in via e-mail to [hr@hengyi-industries.com](mailto:hr@hengyi-industries.com) or submit a full resume quoting the relevant position by **5:00pm** on the **14<sup>th</sup> June 2019** to the following address:

**Human Resources Department  
Hengyi Industries Sdn Bhd  
The Empire Hotel and Country Club  
Bandar Seri Begawan BG3122  
Negara Brunei Darussalam**

**Only Shortlisted applicants will be notified**