



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 post)

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. Sailor (4 posts)

Roles and Responsibilities:

- Familiar with and implement the company's health, safety and environmental policies, keep watch or participate in maintenance and repair work.
- Familiar with and follow the duty system as well as regulations on navigation safety, technical operations, and fire and explosion protection.
- Inspect the navigation equipment on the deck before sailing.
- Cleaning work inside and outside the bridge.
- Moor and unmoor the ship and operate the rope and gangway in time according to the instructions of the captain.
- Check the safety of the ship as required during voyage and mooring duty.
- Maintain and repair the mooring, loading and unloading equipment to keep them always in good condition, and complete other tasks assigned by the captain and the chief engineer.
- In case of emergency, participate in the oil spill emergency response and perform the duties stipulated in the emergency response procedures.

- Familiar with the use of oil spill emergency equipment and able to participate in emergency response in line with the oil spill emergency plan.
- Check the measurement records of fresh water and ballast water tanks and record them in the logbook, and in case of any abnormality, report it to the captain, find out the cause and take appropriate measures to avoid accidents.

Requirements:

The successful candidate shall have a minimum of 6 months of experience on ships of the corresponding level and be familiar with daily deck operations. Priority will be given to candidates who meets the following criteria:

- Possess at least O'level or equivalent qualification
- Age below 35 years old
- Completed the competency training for duty sailors not less than the time required by the competent authority or education in a marine-related discipline.
- GMDSS Operator preferred.
- High professional qualities and a strong spirit of dedication.

3. Administrator (2 posts)

Roles and Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Assist colleagues whenever necessary

Requirements:

The successful candidate shall have a minimum of 2 years of experience in the related discipline or relevant role. Priority will be given to candidates who:

- Hold HND in Business Administration and Management or related discipline.
- Possess excellent written and verbal communication skills.
- Excellent organizational and multi-tasking skills.
- Have good office management skills, organization and coordination ability, and basic accounting principles.
- Excellent knowledge of MS Office and office management software (ERP etc.)

4. Firefighter (3 posts)

Roles and Responsibilities:

- To ensure that all disciplinary guidelines set are adhered to whilst on duty.
- To perform Fire Vehicle and Portable Fire Pumps preventive maintenance tasks.
- To ensure and perform unit level tasks as pump operator required for producing written reports of any faults and recommendations to senior officer.
- Assisting in the preparation of Emergency Reports, Daily Logs, within 24 hours of response to emergency for all emergency classification.
- To conduct firefighting equipment verification and maintenance for all facilities.

- To maintain and assure including to report to effectiveness of all portable first aid fire equipment in the plant.
- To maintain and test fire hose, hose coupling and hose fitting.
- To inspect and test fire rescue and all ancillary equipment on-board of all fire vehicles.

Requirements:

The successful candidate shall have a minimum of 1 years' experience in similar roles. Priority will be given to candidates who meets the following criteria:

- Age between 25 to 40 years old.
- Possess at least O'level or equivalent qualification.
- Be medically and physically fit and possess good communication skills.
- Be passionate towards his/ her duty, dedicated to his/ her duty, firm towards company's requirements.
- Acquire Class 5 driving license for Fire truck drivers and possess at least 2 years of experience driving a fire truck or truck.
- Have no criminal records.
- Prepare to work shift.

5. Firefighter Dispatcher (2 posts)

Roles and Responsibilities:

- To ensure that all disciplinary guidelines set are adhered to whilst on duty.
- To conduct and assist in the preparation of Emergency Reports, Daily Logs, within 24 hours of response to emergency for all emergency classification.
- To ensure good and direct communication between the fire stations on HYBN PMB in terms of reporting and providing support and assistance each other in handling the situation.
- Initiating responses, receiving emergency phone calls and relay verbal or written information effectively to assistant officer.

Requirements:

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

- Age between 22 to 40 years old.
- Possess at least O'level or equivalent qualification.
- Be medically and physically fit.
- Possess good communication skills.
- Be passionate towards his/ her duty, dedicated to his/ her duty, firm towards company's requirement.
- Have no criminal record.
- Prepare to work shift.

6. Lathe Turner (4 posts)

Roles and Responsibilities:

- To operate lathe machines and complete each machining work given by the supervisors.
- Maintenance and caring of lathe machine and minor repair.
- To arrange, manage and report the materials, parts, machine tools and measuring tools required for the machining work.
- To be responsible for housekeeping of the equipment and the machining area.

Requirements:

The successful candidate shall have a minimum of 5 years' experience in lathe operation. Priority will be given to candidates who meets the following criteria:

- Male, age below 50 years old.
- Possess at least HNTec and above of relevant qualification.
- Able to operate conventional lathes (including vertical lathe) and CNC lathe skilfully.
- Able to operate grinding machines and milling & drilling machines.
- Have mastered the skill of turning process and lathe structure, and able to do minor repair.
- Able to draw and understand drawings

7. Warehouse Material Handler (3 posts)

Roles and Responsibilities:

- Maintains inventory by identifying, labelling, and placing materials and supplies in stock; recording location of inventory.
- Unload delivery vehicles, accurately identifying material, breaking down material, and noting discrepancies placing them into inventory per SAP processes.
- Organizing and maintaining the warehouse for effective and efficient utilization of available storage space; follow all Company safety procedures; perform daily safety inspections.
- Document materials and supplies disposition by recording units delivered and location of units.
- Receives credit-return material and supplies from production by verifying materials and supplies code and lot number and quantity; placing materials in stock.
- Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product.
- Maintains material-handling equipment by completing pre-use inspections; making operator repairs.
- Contributes to team effort by accomplishing related results as needed.
- Organization, scheduling, analysing information, dealing with complexity, deadline-oriented, time management, process improvement, safety management, inventory control, lifting, data entry skills.
- Keeping accurate inventory records.
- Operating a forklift safely and efficiently and can handle heavy and awkward loads.
- Estimating the weight of forklift loads so that the delivery vehicles are properly loaded and are not overweight.
- Physically sorting through various products in order to remove defective material.

Requirements:

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

- Possess at least 'O' Level or equivalent qualification.
- Ability to perform the physical requirements necessary to receive, pick, pack, ship, and move materials throughout the warehouse, including, but not limited to, standing, walking, bending, twisting, stooping, reaching, climbing ladders, cutting wire, and lifting materials weighing up to 70 pounds.
- Ability to operate and manoeuvre warehouse equipment, including, but not limited to, pallet jacks, forklifts, and push carts, in the manner necessary to move materials and consistent with manufacturers' instructions and safety instructions.

8. Crane Operator (1 post)

Roles and Responsibilities:

- Operating various types of cranes to lift, move, position, and reposition loads.
- Receive direction from rigger via verbal or hand signals to determine required load movement.
- Strictly abide by the safety technical operation procedures, according to the safety operation procedures to perform operations.
- Daily crane maintenance ensures the crane is clean, and equipment in good condition.
- Familiar with the performance and operation rules of equipment, spreader and rigging used in this work.
- Familiar with the production site and obstacles and avoid overload.
- Capable of on-site service.

- Daily inspection and maintenance.
- Other routine work and temporary work arranged by superior.

Requirements:

The successful candidate shall have a minimum of 5 years' experience in similar roles. Priority will be given to candidates who meets the following criteria:

- Age between 22 to 40 years old.
- Possess at least O'level or equivalent qualification.
- Be medically and physically fit and possess good communication skills.
- Familiar with various types of crane operation, procedures and safety knowledge.
- Possess a 75 tonnes truck crane operation qualification certificate

9. Banksman (1 post)

Roles and Responsibilities:

- Directing the movement of vehicles on a work site using signals such as gestures, sounds and semaphores.
- Ensure no overloading of lifting equipment, tools and rigging.
- Ensure the working environment, lighting and weather are safe to carry out operation.
- Understanding risks (e.g. blind spots) and how to manage these effectively.
- Minimising possible risks to personnel and equipment.
- Responsible for the reasonable selection of various lifting appliances and rigging and ensure their safe use.
- Providing clear, correct and safe directions to operators.
- Other routine work and temporary work arranged by superior.

Requirements:

The successful candidate shall have a minimum of 5 years' experience in similar roles. Priority will be given to candidates who meets the following criteria:

- Age between 22 to 40 years old.
- Possess at least O'level or equivalent qualification.
- Be medically and physically fit and possess good communication skills.
- Familiar with various types of crane operation, procedures and safety knowledge.

10. Operator Trainee Development Program (41 posts)

Roles and Responsibilities:

- This developmental program will take 12 months to complete and is combined with one-on-one mentorship and direct hands-on field operations. To learning and mastering the process, operations and inspections, familiar with on-site operating environment, equipment operating status and safe production, control process indicators, safety measures and emergency respond and conducting operation of equipment, daily maintenance and troubleshooting.

Requirements:

The successful candidate shall possess HNTec, Diploma or Bachelor degree in Chemical Engineering, Mechanical Engineering or Electrical Engineering field. Priority will be given to candidates who meets the following requirements:

- Must be at least 18 years of age.
- Must maintain a valid driver's license
- To climb up to 50 feet using both inclined and vertical steps/ladders
- To work outside in harsh weather conditions
- To respond to emergency calls as needed
- To work overtime on an as-needed basis
- To work with chemicals and bases
- To wear personal protective equipment (such as fire-retardant clothing, steel-toe shoes, ear and eye protection)
- To work with hydrocarbons that are under high pressure and heat

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 or submit a full resume quoting the relevant position by **5:30pm** on the **20th March 2020** to the following address:

**Human Resources Department
Hengyi Industries Sdn Bhd
Plot 30, 31 & 32, Serasa Muara Industrial Estate
Brunei-Muara District, BT1728
Negara Brunei Darussalam**