



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. Logistic Officer (1 posts)

Roles and Responsibilities:

- Formulate segmental logistics plans for the responsible areas in line with the logistics scheme of the logistics manager.
- Coordinate with the custom clearance, hoisting, unloading and short-distance transportation, etc. after the shipment arrives in Brunei in accordance with the segmental logistics plans for the responsible areas and deliver the relevant materials to the designated place in time to meet the client's demand.
- Monitor the logistics operation and make records and reports about the logistics data.
- Control the relevant logistics cost and constantly improve the logistics procedure to lower cost and enhance quality.
- Take responsibility for the logistics communication and coordination inside the company and with the outside world to guarantee the normal operation of logistics businesses.

Requirements:

The successful candidate shall have a minimum of 2 or above years' experience in logistics and familiar with the logistics channels, logistics companies and transfer procedures between Muara Port and PMB. Priority will be given to candidates who meets the following criteria:

- Bachelor's Degree holder in logistics management or equivalent.
- Age below 50 years old.
- Have received trainings related to logistics management (shipping, automobile transportation and hoisting, etc.), custom declaration and clearance, hazardous chemical products management, etc.
- Have good written and verbal communication skills, coordination skills, problem-solving capabilities.

2. Vessel Captain (1 posts)

Roles and Responsibilities:

- Responsible for safe navigation of ships and mainly take charge of ship operation, daily management, transition and other transportation management work. Captain shall supervise the loading and unloading of dangerous goods in person, strictly implement the regulations of max. capacity and load line to prevent overloading.
- Carry out company direction, develop and organize and implement all kinds of work plan and dispose various problems during work.
- Urge ship staff to implement work direction earnestly, carry out fire drill, oil spill emergency, oil containment boom laying, staff traffic and other works, and deal with various inspection positively.
- Keep the safety of ship, personnel and loaded goods and take measures to deal with mutational events in an emergency; contact rescue and organize self-rescue in case of marine accidents or hazardous condition. When abandoning the ship, captain shall organize personnel to evacuate the ship actively and collect logbooks, engine logbooks and other important documents and articles.
- Responsible for the review and implementation of ship maintenance schedule.
- Familiar with the usage of oil spill emergency equipment and be able to command sailors to launch emergency response in accordance with oil spill emergency response plan.

Requirements:

The successful candidate shall have a minimum of 5 year of experience in relevant position. Priority will be given to candidates who meets the following criteria:

- Diploma or above major in ship handling or navigation, and have chief mate competency certificate of relevant ship classification
- Age 45 years old and above
- Familiar with ISM and NSM and be able to manage ships in accordance with ship SMS system and perform the captain duty specified in ship SMS system
- Fluent in English communication, have certain ocean seamen service qualification and oceangoing professional ability
- Have strong social skills and management coordination skills

3. Vessel Chief Engineer (1 posts)

Roles and Responsibilities:

- In charge of marine engineering and is responsible for the management, repair and maintenance work of the whole ship mechanical and electrical equipment to keep the equipment in good working condition
- Familiar with and master the performance, configuration and features of mechanical and electrical equipment, attempt to improve machine work effectiveness, save energy and reduce material and machine parts consumption.
- Dispose timely and report to captain when the equipment such as the main unit faults and needs repair; report to related departments timely and faithfully when mechanical equipment undergoes major accidents, and fill in the accident report without hiding or misrepresentation.
- Strengthen maintenance of machinery and equipment, maintain regular inspection, maintenance and repair; view engine logbook frequently to check the usage and maintenance of oil material, spare parts, etc.
- In charge of repair and maintenance items development, take part in overhaul, inspection and acceptance; be responsible for the storage of drawings, technical documents and valuable equipment and instruments.
- Command and organize rescue in person if special condition or marine accident occurs. Be the last person to leave cabin carrying engine logbook, important equipment and others once received abandon ship order from captain.
- Familiar with the usage of oil spill emergency equipment and be able to attend emergency response in accordance with oil spill emergency response plan.

Requirements:

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

- Technical or vocational certificate in marine engine related majors or Diploma or above in navigation related majors
- Have third engineer competency certificate of relevant ship classification
- Age below 45 years old
- Proficiency in English language communication and good interpersonal skills.

4. Sailor (14 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.

5. Forklift Driver (5 posts)

Roles and Responsibilities:

- Strictly follow the company systems and the department rules and regulations and operate according to the corporate safety production management system and work processes.
- Implement the company's 8S management system and perform well the 8S system in the responsible areas to ensure that the clean production required by the company has been achieved.
- In charge of the transportation of requested materials and production materials and support the front-line production with good logistics management to guarantee that the materials for various production departments are well supplied.
- Responsible for detailed work like unloading of various arrived materials, warehouse-in transportation, placement in proper sequence, arrangement and distribution.
- Shoulder the responsibility of the arrangement of materials in the stackyard and warehouse, sort various materials out into different categories according to the 8S standards and make an inventory in coordination with the warehouse keeper.
- In charge of the transportation of various scrapped materials and materials returned to their original manufacturers.

Requirements:

The successful candidate shall have a minimum of 3 years' experience in market analysis of chemical industry, and experience in paper goods industry is preferred. Priority will be given to candidates who meets the following criteria:

- Possess at least O'level or equivalent qualification
- Possess forklift work license (within the term of validity) and can drive forklifts well according to the operating instructions
- Have a good knowledge of the basic performance and principles of forklift and well understand the maintenance of the forklift.
- Good coordination and cooperation skills with strong execution capacity
- Follow instructions well.
- Strong ability to receive new things and can take actions in time to cope with the abnormalities.
- Hardworking with strong sense of responsibility, passion and enthusiasm.
- Healthy without any bad habits, aged between 28 to 45 with good safety consciousness and self-protection awareness. The requirement in age can be lowered for those with rich experiences.
- Those with experiences in warehouse keeper or with truck driver's license are preferred. Have strong analytical research ability, communication and coordination ability and writing ability.

6. Bus Driver (10 posts)

Roles and Responsibilities:

- Drive buses in order 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 behavior 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.

7. AFBE Assistant (1 posts)

Roles and Responsibilities:

- Assist in managing transportation and F&B logistics arrangement.
- Scheduling and supervising vehicles.
- Ensuring that transport requirements are completed on time, e.g. buses leave the depot on time, properly staffed and equipped, and maintain the schedules according to the published timetables.
- Making sure that all drivers have the correct documentation and equipment.
- Maintaining a transport database, inputting all information accurately and on time,
- Checking drivers' worksheets to ensure they keep within their allowed working hours.
- Identifying new opportunities or improvements to the transport operation.
- Analysing existing systems and developing new ones to improve efficiency.
- Preparing staff rotas to ensure the best use of drivers.
- Ensuring that vehicles are despatched fully loaded if possible.
- Liaise with other internal departments such as sales, procurement, warehousing and accounts.
- Deal with passengers' complaints resulting from transport problems and delay.

Requirements:

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

- Possess at least O'level or equivalent qualification.
- Good at planning and organising work schedules.
- Have good forward-planning skills.
- Have good spoken and written communication skills.
- Flexible when dealing with difficult situations.
- Good at analysing information.

- Have good numerical skills.
- Able to prioritise their work and the work of others.
- Feel comfortable working in a high-pressure environment.
- Accurate and pay attention to detail.
- Excellent knowledge of MS Office and office management software (ERP etc.)

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 **5:00pm** on the **26th November 2018** 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