



Goodhope Asia Holdings Ltd, registered in Singapore is primarily a palm oil producer specifically engaged in palm plantations & edible oils and fats space, with operations based in South Asia. Our oil palm plantations in Indonesia are on par with benchmarked operating standards of the industry.

Our values drive us towards realizing our vision of becoming the most respected company producing high quality sustainable palm oil, palm and lauric derivative products.

We are seeking to recruit a high caliber professional to join our team.

Just like you, our Company is dedicated to a brighter future; a future where we take care of our own and those around us. We take pride in sustaining a business environment that consists of accountability, ethical work practices, economic viability and the responsible management of natural resources adhering to global standards.

If you meet the relevant requirements, email your application, including two work related referees within 2 weeks of this advertisement to [careers-lk@goodhope.co](mailto:careers-lk@goodhope.co).

Mention the position applied in the subject line of the email.

Shortlisted candidates will be notified within 2 weeks of the closing date.

## Executive – Business Coordination

### Key Responsibilities:

- Carry out extensive analysis on any areas as assigned related to operations in Indonesia & Malaysia and provide feedback
- Any other tasks related to Analysis & Reporting as assigned by the CEO's office
- Coordination of operational meetings for the CEO & Senior Management
- Responsible for developing, revising and maintaining of Standard Operating Procedures (SOP's) across the Group
- Carry out research on best practices in relation to SOPs and adopt same in developing/revising SOPs
- Provide awareness of SOPs to the staff
- Build cordial relationships across departments

### Profile:

- Possess a Bachelor's Degree in Business Management or equivalent with a part qualification in CIMA/ACCA
- CFA Qualification will be an added advantage
- Possess 1 – 2 years of experience in a Corporate/Audit Firm
- Possess Excellent Written & Verbal Communication Skills in English
- Be proficient in MS Office Package
- Be below 27 years of age

