

Are you up to the challenge of being part of a globally growing business?

Goodhope Asia Holdings Limited is the Singapore based holding company of the plantation sector assets of Carson Cumberbatch PLC. The Group has extensive interests in palm oil in Malaysia, Indonesia and India, with a land bank of 80,000 hectares currently under development and cultivation. We also have our own refining and value adding facilities that cater to the global oils and fats industry. Today, the Group is pursuing its vision of further integrating within the value-chain, and hopes to consolidate its position through expansions and strategic alliances within the next 3 to 4 years. With our diverse regional presence, our current multi-cultural workforce strength is in excess of 15,000.

Agro Harapan Lestari is the management services arm of Goodhope. The services we provide are well known in the oils and fats industry within the region for efficiency in management and dynamism in outlook. This has resulted in plantations which produce above industry average yields showcasing our management expertise.



We are a career destination for focused and enthusiastic individuals who seek exposure to a global work environment that involves working with colleagues from different parts of the world. If you are results driven, relish meeting challenges and seek a Group that embraces collaboration in pursuit of its strategic goals, then come build your career with us.

Head of Treasury

Responsibilities

- Leading the treasury function of the business with an asset base of over US\$ 500 Million in terms of supporting business growth/expansion through international financing arrangements and mitigating financial risk using financial instruments and derivative products
- Carryout financial planning
- Develop and implement Treasury policies and procedure
- Sourcing of Finance lines to support expansions and business plans
- Establishing financial and working capital management policies for the Group
- Facilitate in improving business processes and assist in carrying out re-engineering exercises
- Manage covenants provided for financing through the implementation of strategic business plans
- Ensuring that effective processes exists for managing risks
- Assist in preparing Annual Reports and other value added statements

Person Profile

- Possess a Bachelor's Degree in Finance or member of CIMA/ACASL/ACCA
- Charter holder of CFA
- Minimum of 7 years of post qualifying experience in a similar capacity

Manager Legal

Responsibilities

- Provide legal advice and guide the operating management of the various business segments of the Group in overseas jurisdictions
- Study impact of all statutes affecting the operations of Group companies
- Draft and review operating Contracts relating to all Group companies including contracts in relation to banking/finance facilities from international banks with the ability to identify any hidden exposure

Person Profile

- An attorney at Law/Law graduate, whilst additional qualifications in related fields such as finance, business management, etc., will be an added advantage
- Exposure in a regulatory environment and/or a multi-national organization with a minimum of 5-7 years of post qualifying experience
- Exposure and experience in undertaking commercial contracts covering multiple jurisdictions, and the ability to advise the management in legal risk mitigation

Manager Company Secretarial

Responsibilities

- Provide Company secretarial duties for all Goodhope Group companies including all activities relating to Board and Shareholder Meetings and manage and ensure Corporate governance requirements
- Develop and provide timely recommendations for implementation of corporate policy and aligning the same with business objectives to ensure compliance with statutory and legal obligations
- Incorporation of local and foreign investment companies and related approvals and assist with acquisitions, restructuring and other related projects
- Research, review, update and maintain the Corporate database of applicable statutes and legislation in relation to corporate affairs of Group companies

Person Profile

- Attorney at law/Law graduate
- 5-7 years Company Secretarial experience

Assistant Manager Company Secretarial

Responsibilities

- Assist the Company Secretarial team in ensuring the Group meets its statutory and legal obligations;
- Assist the Company Secretarial team to manage the data base, provide advice relating to corporate projects including acquisitions, restructuring and other related projects;
- Assist in incorporation of local and foreign investment companies and related approvals
- Research, review and update all applicable legislations and laws relating to corporate affairs affecting the business of the sector
- Assist in managing and maintaining the Legal Division data base for location of original documents including approvals, licenses and permits

Person Profile

- Chartered Secretary
- Minimum of 1 year post qualifying experience

Executive Company Secretarial

Responsibilities

- Provide administrative support to the Company Secretarial team in ensuring the Group meets its statutory and legal obligations
 - Manage the Company Secretarial data base, and assist with various corporate projects including acquisitions, restructuring, and other related projects
 - Assist the Corporate Secretarial team in managing the secretarial functions of all companies of the Group.
 - Assist in incorporation of local and foreign investment companies and related approvals
- Person Profile**
- Full qualifications or reading for the final examinations of the Institute of Chartered Secretaries and Administrators
 - Minimum 2 - 4 years experience in company secretarial functions of both listed and unlisted companies

Manager – Training & Development

Responsibilities

- Assist Head of HRD in implementing the Human Capital Development Strategy
- Understand the business process and identify training requirements and develop modules
- Handle training administration matters – TNA, TNI, training catalogue, training calendar, annual budgets, post training evaluation management and training MIS
- Assist in the implementation of Personal Development Plans for career advancement and succession planning processes for key positions;

Person Profile

- Degree in HRM with a minimum of 5 – 7 years of Managerial experience in the Training & Development function
- Extensive experience in module development & delivery of soft skills programmes as per professional standards
- Excellent communication and presentation skills and experience in NLP skills will be an added advantage

Assistant Manager – HR

Responsibilities

As the Assistant Manager HR, you will be responsible to assist the Head of HR Operations in the following areas:

- Ensure effective implementation of HR Policy and Practices
- Recruitment and Personal Information Management
- Performance Management
- Training & Development
- Grievance Handling / Employee relations / Exit Management
- Disciplinary matters
- Facilitate and ensure the presence of an effective MIS system for HR function in ACHL Colombo
- Facilitate and ensure the development and maintenance of an effective internal communication system within the organization

Person Profile

- Degree and / or professional qualification with a membership in a recognized body in Human Resources
- 3-5 years post qualifying experience in a similar capacity
- Self motivated with a positive attitude, possessing excellent organizing and communication skills

Assistant Manager Procurement

Responsibilities

- Identification and development of purchasing requirements/plans
- Procurement of all non critical items, bulk items and consumables at the optimum price level
- Provide/approve price ranges and suppliers for all local purchases conducted at corporate level
- Negotiate with suppliers on credit terms and formulate long term alliances, purchasing/supply commitments
- Ensure the efficient compliance to all purchasing policies, procedures, guidelines and SOP's at the plantation operational level
- Establish and develop networking with suppliers in Sri Lanka
- Ensure the efficient maintenance of an effective database consisting of supplier details, price structures and other related information
- Support the Manager Administration in developing and formulating budgets, business plans, KRAs
- Ensure the adherence and follow up of all Standard Operating Procedures (SOP) of the organization

Person Profile

- Degree in Business Administration
- Professional Qualification in purchasing or procurement
- Minimum of 3-5 years experience in purchasing or procurement in a conglomerate

HR Executive

Responsibilities

- Coordinate and schedule advertisements, interviews and screening of CV's etc.
- Maintenance of internal/ external forms and HR database
- Check and ensure that current company policies and procedures are valid and in-line with government/regulatory requirements. Provide all HR policy/ procedure documents and relevant information to respective employees for their understanding
- Summarize and prepare monthly reports on all HR matters, obtaining approval and verification for HR manager and circulation
- Coordinate and carry out training & development activities
- Coordinate the Performance appraisals with respective departments, follow-up on Goal setting and quarterly/final evaluations, collate and summarize appraisal documents for Management information purposes

Person Profile

- A Professional qualification in HRM with a Membership in a recognized professional body or Degree in a related field
- Minimum of 2 years experience in overall HR and Administration
- Self motivated with a positive attitude, possessing excellent organizing and communication skills.



GOODHOPE IS AN EQUAL OPPORTUNITY EMPLOYER AND AIMS TO REFLECT DIVERSITY.

WE WELCOME APPLICATIONS IRRESPECTIVE OF RACE, ETHNIC ORIGIN, RELIGION, AGE, DISABILITY OR GENDER



POST YOUR CV TO
The Head of Human Resources
Agro Harapan Lestari (Pvt) Ltd
Goodhope PLC
61 Janadhipathi Mawatha
Colombo 1

EMAIL YOUR CV TO
careers@goodhope-lk.com

INCLUDE TWO WORK RELATED REFEREES



Goodhope

A CARSON CUMBERBATCH COMPANY

Plantations Refining Logistics Trading

www.goodhopeholdings.com