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. Equipment Engineer, Reforming (1 post)

Roles and Responsibilities:

- Assist in the daily equipment management and inspection of the equipment, solve the equipment problems in production in time, prevent the equipment from overspeed, over-temperature and over-pressure operation, check whether the lubrication, vibration and leakage of the running machine meet the requirements, and check the standby pump. Whether it is really good.
- Assist in the regular inspection of the equipment of the device, keep abreast of the operation status of the equipment, timely eliminate the hidden dangers of equipment defects, and improve the reliability of equipment operation. Seriously do the site standardization work, urge the team to rectify the remaining problems in the dry area, and strive to maintain a high level of on-site standardization.
- Assist in the overhaul of equipment and equipment, the project renewal project declaration work, the preparation of the shutdown maintenance plan, the plan, the spare parts procurement plan, and organize the implementation of the project, and do a good job of checking the inventory of fixed assets at the end of the year.
- Assist in the routine equipment maintenance commission, the operation ticket processing and the on-site measures confirmation before the maintenance.
- Participate in the preparation of equipment management systems and rules, be responsible for the preparation of equipment technical regulations, manuals, and organize the implementation of guidance.
- Assist in the inspection of pressure vessels, safety valves and measuring instruments, regularly monitor the process pipelines, and organize relevant materials.
- Submit various equipment reports on time, and write a summary of various equipment topics.
- Specifically responsible for the daily management of safety critical equipment in this department, establish and improve the list of safety critical equipment in this department, and regularly check, supervise and assess the implementation of responsibilities.
- Regularly carry out preventive inspection of safety-critical equipment, prepare safety-critical equipment inspection and maintenance plans, eliminate equipment defects, and make its performance meet the specification requirements.
- Organize deputy shift training and participate in various HSE activities according to company requirements, and establish training record ledger.
- Complete other tasks assigned by the superior in time.

Requirements:

The successful candidate shall have a minimum of 6 year of relevant professional work experience in refining and chemical enterprises and more than 2 years working experience in equipment management of similar equipment. Priority will be given to candidates who meets the following criteria:

- Holds a qualification of Bachelor degree and above in chemical equipment or refining and chemical engineering.
- Able to judge the analytical data for which they are responsible.

- Proficient in the professional knowledge within the scope of business, familiar with equipment technology, process overview, intermediate and above professional and technical positions, understand the relevant electrical instrument knowledge, have certain organizational and coordination capabilities and analytical judgment.
- Familiar with the working principle of various dynamic and static equipment in petrochemical industry, can independently organize all kinds of static and dynamic equipment debugging, driving and inspection and maintenance work, and can write corresponding test plan and operation procedures.
- Possess HSE management ability, risk control ability, hidden danger investigation ability, hidden danger management ability and emergency response ability of this professional position.
- Strong sense of responsibility and team spirit.

2. Equipment Engineer, Rotating Equipment (1 post)

Roles and Responsibilities:

- Implement the relevant equipment management policies, systems and regulations of the state and the company, master the routine maintenance of equipment, maintenance procedures and technical standards, to complete the company issued the various production tasks.
- Master the basic theoretical knowledge of the profession, learn and understand adjacent professional maintenance technology, familiar with the related professional knowledge.
- Comprehensively understand the operating conditions, maintenance status, and all equipment defects of the jurisdiction's equipment.
- Prepare or revise the equipment maintenance procedures, construction plans, technical requirements, quality standards, and to supervise, inspect and guide the implementation of the team.
- Responsible for the preparation of the construction plan and maintenance network of the equipment (unit) and major equipment overhaul, and responsible for the construction technology bottoming and process control.
- Responsible for the inspection, supervision and evaluation of equipment maintenance, engineering construction safety, engineering construction, inspection, supervision and evaluation of key parts of important equipment, coordination of the interrelationship between teams, types of work and operations.
- From time to time to report to the equipment manager and the competent minister of major about quality, safety and technical issues in the construction.
- Organize the overhaul and maintenance of dynamic (static) equipment, and be responsible for the declaration of spare parts to meet at least the minimum requirements for failure maintenance of safety critical equipment.
- Ensure that the quality of overhaul meets the company's assessment standards; cooperate with the motor department and operation department to analyze the causes and consequences of maintenance failures for repeatedly repaired equipment, analyze operational risks, determine the overhaul plan, and implement protective and emergency measures.
- Complete other tasks assigned by the superior in time.

Requirements:

The successful candidate shall have a minimum of 6 years and above experience on refining enterprise inspection and maintenance technology, including 3 years and above maintenance work experience at lower ranks. Priority will be given to candidates who meets the following criteria:

- Holds a qualification of Bachelor degree and above in chemical machinery, welding technology, engineering management and other related majors.
- Possess the professional theory and practical knowledge, for other professional knowledge within the scope of business to have an in-depth understanding and professional insights.
- Possess the theoretical knowledge and practical experience on guiding team maintenance operation and, familiar with the team's business situation and personnel situation.
- Possess HSE management ability, risk control ability, hidden danger investigation ability, hidden danger management ability and emergency response ability of this professional position.

- Strong organizational coordination ability, analysis, problem-solving, communication skills and team leadership.

3. Performance System Management (1 post)

Roles and Responsibilities:

- Responsible for the planning, operation and maintenance of the company's management system, internal audit and management review, and regular external review.
- Responsible for taking the lead in organizing the company's management system planning, establishment, operation, internal audit, management review and continuous improvement.
- Responsible for the inspection, evaluation, assessment and continuous improvement of the implementation of the organizational system.
- Responsible for the review and release of system documents, internal audit reports and other reports or documents.
- Regularly organize training in quality management systems, environmental management systems, and occupational health and safety management systems.
- Collaborate with various departments to promote continuous improvement efforts.
- Responsible for the system (revision) of the company's performance management measures.
- Responsible for collecting and arranging the annual, quarterly and monthly assessment indicators of the management department, and determining the assessment basis.
- Responsible for organizing regular performance audits and special assessments, and coordinating and solving problems related to performance appraisal.
- Responsible for organizing company performance appraisal meetings, forming assessment results and implementing assessment cashing.
- Complete other tasks assigned by the superior in time.

Requirements:

The successful candidate shall have a minimum of 4 years and above refining and chemical enterprise system management and related work experience. Priority will be given to candidates who meets the following criteria:

- Holds a qualification of Bachelor degree and above in refining and chemical engineering, business management.
- Understand the company's quality policy and objectives, establish overall quality awareness, strictly control quality, and strive to achieve the department's quality objectives.
- Familiar with relevant government laws and regulations on quality, as well as the company's quality system, and adhere to quality integrity.
- Consciously accept quality education and training, actively apply advanced quality methods, and improve both quality awareness and quality skills.
- Strong sense of responsibility and team spirit.

4. Contract Management & Administration (1 post)

Roles and Responsibilities:

- Responsible for reviewing and submitting all purchase payment requests to management for approval.
- Responsible for the budgeting and expense control of the department.
- Oversee departmental administrative matters, including passport and IC card management, onboarding of new employees, and processing of staff resignations.
- Coordinate with related government authorization on visas, passport, medical examination, invitation letters and other documents.
- Participate in daily departmental management and performance appraisals.
- Responsible for the collection and management of fixed assets, office supplies, and consumables.

- Handle applications for contractor DARE passes (long-term and short-term).
- Administer and manage vehicle access passes.
- Coordinate contractor support services, including visa applications, flights, accommodation arrangements, transportation, canteen access, and other logistics upon arrival in Brunei.
- Prepare and submit the monthly position inspection report.
- Prepare and present the monthly HR induction presentation.
- Prepare and maintain the monthly canteen card fee statistics report.
- Responsible for the statistics, arrangement, filing, and transfer of contract archives.
- Organize and support departmental office meetings, prepare meeting minutes, and follow up on the implementation of resolutions.
- Assist HSE engineers in collecting, scanning, and archiving safety training records, entry safety assessments, certificates, and third-party inspection materials.
- Organize HSE inventories, reports, and document indexes according to required formats, classifying and archiving Chinese and English documents.
- Assist in preparing safety briefing materials for subcontractors and notify personnel to participate in entry safety training.
- Assist in organizing records of accidents, hazard rectification, and weekly/monthly HSE attachments.
- Document translation and correspondence support: Simple interpretation between Malay/ English and Chinese, translation of written materials.
- Handle the issuance and receipt of work correspondence and relevant documents between the department and other units, and maintain proper records.
- Manage and coordinate OA processes within the department, including meeting room reservations, stationery procurement, vehicle maintenance, repairs, and other related requirements.
- Complete other tasks assigned by the superior in time.

Requirements:

The successful candidate shall have a minimum of 4 years purchasing experience in refining or chemical industry, familiar with ERP, office and other office software. Priority will be given to candidates who meets the following criteria:

- Holds a qualification of Bachelor degree and above in in statistics or oil refining and chemical engineering.
- Conscientious and responsible, rigorous and meticulous, with good analytical ability and cost control awareness.
- Proficiency in multiple languages (Chinese, English, Malay) with seamless communication.
- Good communication ability, analysis ability, pressure resistance ability and professional quality.
- Strong organization, coordination and communication skills.

5. Warehouse Operator (3 post)

Roles and Responsibilities:

- Strictly abide by the company and department warehouse management system and labor system.
- Conscientiously do a good job of the acceptance, storage, and distribution of the materials in this library.
- Conscientiously perform job safety duties.
- Promptly handle the material account processing, and properly keep the materials receipt and storage documents, statements and other original data.
- Ensure the warehouse in charge has reached the requirements of standardized warehouse management, and timely rectification of existing problems.
- Carefully inspect the goods in the warehouse under your responsibility and promptly handle the warehousing procedures; reject the storage of materials that do not meet specifications or quantities, or have quality issues.
- Welcome the material receiving staff warmly and distribute materials accurately and timely according to the receipt form; do not distribute materials for those receipt forms that do not meet the specified procedures and requirements, and provide clear explanations.

- Complete the receipt and accounting of returned materials as required.
- Ensure proper storage and maintenance of materials in the warehouse under my responsibility. Follow the "five-five arrangement" principle to keep the warehouse clean and organized; all materials should be clearly marked, with records, cards, and physical items matching accurately. Prevent mixing of materials, loss, damage, or deterioration.
- Inventory in and out is managed daily and monthly, providing timely and accurate monthly revenue, expenditure, inventory, and annual inventory data.
- Communicate actively with procurement engineers and on-site operations department to ensure the normal usage cycle of inventory materials.
- Assist the shift manager in implementing the acceptance, storage, maintenance, labeling, storage, and distribution of company's critical safety equipment and spare parts. Regularly check the safety inventory levels and provide timely inventory alerts.
- Complete other tasks assigned by the superior in time.

Requirements:

The successful candidate shall have a minimum of 3 years or above working experience in refining and chemical enterprises. Priority will be given to candidates who meets the following criteria:

- Holds a qualification of Diploma and above in refining and chemical engineering.
- Familiar with warehousing processes and principles.
- Strong organization, coordination and communication skills.
- Strong sense of responsibility and team spirit.

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 quoting the relevant position by **5:30pm** on the **7th December 2026** to the following address:

Only Shortlisted applicants will be notified