



TechCapital MyRo

TechCapital MyRo is passionate in building robots for Malaysia. We are currently striving into upgrade current technologies used by Malaysian industries. Our office is at Blok L, MTDC-UPM, Jalan Lebu Silikon, Universiti Putra Malaysia, 43400, Serdang Selangor

We are currently hiring business admin executive to assist our company in terms of operation.

The job scope are as follows:

1. General administrative works.
2. Scheduling and organizing appointments.
3. Follow up on government matters.
4. Finance (keeping records)
5. Supporting programs (admin)

Requirements:

1. Diploma / bachelor's degree in Business Admin or equivalent with CGPA > 2.75
2. Fresh Graduates with positive attitude and willing to learn are encouraged to apply.
3. Possess own transport.

Salary:

RM1200 (negotiable)

Contact:

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