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 Lebuh 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:**
Hafiz Bin Hashim
TechCapital.Myro
Mobile: +6013-4038699
hafizhashim@robotics-malaysia.com