



WE ARE HIRING!



Administrative and Program Support Executive

We are looking for a full-time Administrative and Programme Support Executive whose role should be aligned with our current needs (e.g., handling HOPE Initiative, improving operational efficiency, maintaining professionalism)



Requirements:

- Fresh graduates who are tech-savvy, passionate about engaging with people and with interest to build a career in Non Government Organisations/Foundations are encouraged to apply
- 1–2 years' experience in administration, non-profit, or education sector preferred.
- Fluent in written and spoken English and Bahasa Malaysia.
- Self-motivated, dependable, and able to work with minimal supervision.
- Commitment to AMMA Foundation's mission and values.



Send your CV & Cover Letter to
engage@ammafoundation.com.my

Apply Now