



**AMPTECH ENGINEERING SDN. BHD.**



**AMPTECH M&E SDN. BHD.**

**STAFF RECRUITMENT FOR  
AMPTECH ENGINEERING SDN. BHD. / AMPTECH M&E SDN. BHD.**

We are an electrical and mechanical contracting company based in Setia Alam, Shah Alam, Selangor. In line with our rapidly expanding business, we invite suitable candidates for the following positions:

**Accounts and Administration Executive**

**Responsibilities:**

- Responsible for day to day office administration of company
- Preparation of full set of accounts & payroll
- Data entries of Journals & Invoices including reconciliation of accounts
- Liaise with Auditors / Tax Agent / Company Secretary
- Assist on ad hoc task as and when assigned by management

**Requirements:**

- 1-2 years working experience in similar capacity is an added advantage
- Must be hands on, able to work independently, handle multiple tasks
- Familiar with UBS Accounting, Billing and Payroll software
- Good with MS Office software – Word & Excel

Interested candidates to call or email resume to:

**AMPTECH M&E SDN BHD**  
**9-2-1 Jalan Setia Prima H, U13/H**  
**Seksyen U13, Setia Alam**  
**40170 Shah Alam, Selangor**  
**Telephone: 03-33426680**  
**Email: [amptech.fin@gmail.com](mailto:amptech.fin@gmail.com)**