



Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

**"We serve humanity"** is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

## Your mission & challenges

Neura Robotics Malaysia is seeking a highly organized and proactive operational manager to oversee and manage the day-to-day operations of our office. The ideal candidate will ensure smooth business operations, support team efficiency, and contribute to the company's growth through effective planning and execution. In this role, you will help shape the culture of our workplace, fostering an environment where talents can thrive and contribute their best. As the central point of coordination, you will work closely with the team to drive success and play a key role in fulfilling the potential of Neura Robotics' operation in Malaysia.

We are looking for an enthusiastic individual who will energetically support us in the development, organization, and implementation of our operational processes.

- You will assist in the management and optimization of workflows by actively contributing to the planning, organization, and execution of operational processes.
- You will coordinate with outsourced business services, including HR and accounting.
- You will help create meaningful operational reports to promote transparency and understanding.
- You will plan and organize marketing activities which includes participation in technology fairs, industrial events and outreach to relevant partners.
- You engage with local and regional vocational and technology institutes to strengthen outreach and collaboration efforts.

## What we can look forward to

- You have a minimum of two years of professional experience in project, department, or team management.
- You possess strong analytical and conceptual skills that enable you to successfully tackle complex challenges.
- You work independently and in a structured manner, allowing for efficient planning and implementation.
- You make effective use of technologies such as Microsoft Office products, JIRA, and Agile project management methodologies to optimally support operational processes.
- You have excellent communication and coordination skills, which allow you to collaborate effectively not only with local colleagues but also with global team members and international Neuraverse partners.
- You are fluent in both English and Malay, in writing and speaking, to ensure smooth communication within the team and beyond; proficiency in additional languages is considered a strong advantage.

## What you can look forward to

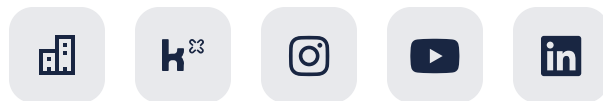
- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
- And even more fun with great colleagues

[Apply](#)

**We are looking forward to meeting you and shaping the future of robotics together. Are you in?**

Couldn't find a suitable position? Please send us an unsolicited application.

We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!



**NEURA**  
ROBOTICS