

Mitsubishi Motors Malaysia Sdn Bhd is a joint-venture between Mitsubishi Corporation (Japan) and Edaran Otomobil Nasional Berhad (EON).

Mitsubishi Motors Malaysia Sdn Bhd is based in Peremba Square (Shah Alam) and is the importer and distributor responsible for the import, assembly, sales and after-sales service of Mitsubishi Motors' vehicles and spare parts in Malaysia.

We invite suitable talented individuals who are result-oriented, fast-paced, committed, mature and can work as a team to join us as:

Secretary

Responsibilities:

- Provide high-level secretarial, administrative and operational duties to the Chief Officer with includes correspondence, time management, communication, typing and filing
- Coordinate daily divisional activities to ensure smooth and efficient workflow platform between the Chief Officer and other unit heads
- Coordinate and organize seminars and meetings for the management team and to prepare minutes and follow-up on action plans
- Response to routine correspondence and queries in the absence of the Chief Officer
- Provide information via the telephone and deal with incoming and outgoing correspondences
- Handle travel arrangements and organize meetings

Requirements:

- Minimum Diploma or Certificate in Secretarial studies from a recognized institution
- Possess excellent organizational, planning and communication skills
- Pleasant personality who is tactful and mature
- Able to work independently

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications and experience, current and expected salary together with a recent passport-sized photograph to:

Human Resources Department

Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)

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