



Mitsubishi Motors Malaysia (MMM) is the official distributor of Mitsubishi vehicles in Malaysia. Our Global Tagline is "Drive your Ambition"- a powerful statement of our on-going commitment to the values and aspirations of our drivers. With an "Ambition to Explore", Mitsubishi Motors can go anywhere. With "Drive your Ambition", Mitsubishi Motors' Drivers can go anywhere.

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

EXECUTIVE – PRODUCTION PLANNING (CONTRACT) (based in Shah Alam)

Responsibilities:

-) Responsible in inventory data entry monitoring using Axapta System
-) To assist system enhancement initiative for more effective and accurate data maintenance
-) To assist invoice processing and ensure proper filing system on invoices, PO, DO, memo as well as government approval letters
-) To assist and support other CKD Production matters
-) To coordinate with external party with regards to importation & exportation activity
-) To review, create and update department SOP
-) Other related support and department reporting as and when required

Requirements:

-) Diploma or Bachelor Degree in any discipline
-) At least 2 years working experience and familiar with import and export process and procedures is preferable
-) Highly committed, result oriented and computer literate.
-) High sense of responsibility with ability to work within deadline
-) Proactive and able to work either independently or in a team
-) Excellent in problem solving, planning & coordinating skills
-) Possess good interpersonal skills with strong analytical and negotiation skills
-) Good command in both oral and written Bahasa Malaysia and English.

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 :