



Mitsubishi Motors Malaysia Sdn Bhd is the official distributor of Mitsubishi Motors vehicles in Malaysia. As one of Malaysia's leading automotive company, Mitsubishi Motors Malaysia is committed to produce and sell vehicles that are technologically advanced, high in quality, performance, safety and comfort.

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

INTERNSHIP – TRAINING

(based in Shah Alam)

Purpose of the position is due to the additional support needed in new system launching, Learning Management System (LMS). To support Training Department in data entry related task. As well to give exposure to the student in gaining hands on experience in real working environment.

Responsibilities:

- Assist in data entry related task
- To assist in processing invoice received for Training Department
- To support in daily administrative job – Training notes preparation, follow up for training schedule and to arrange training rooms arrangement
- To support in Training Special event
- Assist in preparations for certificate for the trainees

Requirements:

- 6 months internship starting from May 2022
- Preferable aged between 23 - 26 years old
- Aggressive, detailed oriented and responsible person who can assist in daily administrative job & data entry
- Studying Degree in Management/Business Admin/IT related background or equivalent

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications with a recent passport-sized photograph to:

Human Capital Management Department
Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)
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