



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 – ADMIN, AFTER SALES (BODY & PAINT) (based in Shah Alam)

Purpose of the position is due to the additional support needed to support the division target to achieve also in providing better support to the dealers.

Responsibilities:

- To assist in managing clerical tasks such as data entries, issuance of bulletin, and making reservations
- To understand and support work flow and operations in dealer outlets
- To familiarize with E-Audit system and assist on dealer outlets audit and improvement plan
- To support and understand claims processes
- To support in Data Analysis and Planning

Requirements:

- 6 months internship starting from August 2022 onwards
- Willing to learn, high spirited and enthusiastic
- Familiar with Excel and Power Point
- Studying Degree in Business Administration or Office Management 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)
Level 6, Building A, Dataran PHB, Saujana Resort, Seksyen U2
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