



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:

ADMIN ASSISTANT - ALLOCATION & PROCESSING (CONTRACT) (based in Shah Alam)

Purpose of the position is due to the additional support needed to support and assist Allocation and Processing Department on a day-to-day administrative task in order to achieve vehicle's registration and wholesale target as well as reaching for departmental KPI.

Responsibilities:

- To support filing, compiling and filing for self-collect arrangement AP at MMM HQ & Courier to PM dealer, PUSPAKOM inspection and EM shipment including scanning and courier arrangement
- To support in creating a manual VDO/TRO for vehicle delivery and East Malaysia Shipment
- To support in verification of PENJANA documents
- To assist in receiving and sorting B2 PUSPAKOM report from Delivery & PDI department as well for invoice processing
- To support filing and receiving AP from DHAS
- To assist in Invoice Processing for couriers
- To support East Malaysia Insurance calculation and SIRIM labelling
- To assist in Ad-Hoc administration related matters when necessary

Requirements:

- 12 months (1 year) duration starting from November 2022 onwards
- Willing to learn, high spirited, curious and enthusiastic
- Studying Diploma in Business Administration / Office Administration 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)
Level 6, Building A, Dataran PHB, Saujana Resort, Seksyen U2
40150 Shah Alam, Selangor Darul Ehsan
Tel: 03-7680 6688 | Fax: 03-7622 2238
Website: www.mitsubishi-motors.com.my
E-mail: hr@mitsubishi-motors.com.my