



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:

ASSISTANT MANAGER / MANAGER (HSE cum Admin) - IT & ADMIN DEPARTMENT

Responsibilities:

-) Supporting the development of OSHA policies and programs
-) Advising and instructing on various safety-related topics (noise levels, use of equipment, etc.)
-) Conducting risk assessment and enforcing preventative measures
-) Facilitate compliance with occupational health & safety guidelines,
-) Provide advice on measures to minimize hazards or unhealthy situations and be on a constant lookout for violations
-) Review existing policies and measures and update according to legislation
-) Initiate and organize OSHA training of employees and executives
-) Inspect premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)
-) Oversee installations, maintenance, disposal of substances etc.
-) Stop any unsafe acts or processes that seem dangerous or unhealthy
-) Record and investigate incidents to determine causes and handle worker's compensation claims
-) Prepare reports on occurrences and provide statistical information to upper management
-) Accountable and Responsible for overall office administration duties at HQ and offsite locations

Requirements:

-) BSc/BA in safety management, engineering or relevant field is preferred
-) Certificate in occupational health and safety
-) At least 3 years of experience as safety officer
-) In depth knowledge of legislation (e.g. OSHA/EPA) and procedures
-) Knowledge of potentially hazardous materials or practices
-) Experience in writing reports and policies for health and safety
-) Familiarity with conducting data analysis and reporting statistics
-) Proficient in MS Office; working knowledge of safety management information systems will be an added advantage
-) Outstanding organizational skills



-) Diligent with great attention to detail
-) Excellent communication skills with the ability to present and explain health and safety topics

Interested applicants are invited to write-in or email a detailed resume stating qualifications and experience, current and expected salary together 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