



**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 (L&OD) - HUMAN CAPITAL MANAGEMENT**

HCM Generalist role but main focus on Learning & Organization Development scope ie. to assist to shape, develop and deliver solid development solutions to ensure our employees advance their skills and knowledge, supporting our organisation grow and succeed through its workforce.

### **Responsibilities:**

- ) Partnering with management team to create and execute appropriate development/learning solutions, strategies and programs that are aligned with the organization's objectives.
- ) Conduct organization training needs analysis to establish annual training plan and to ensure employees have the required competencies to excel in their roles.
- ) Review and establish competency matrix to meet requirements of roles and business needs.
- ) Liaise with HRD Corp and external vendors to build and maintains relationships
- ) Have a thorough understanding of the HRD Corp system/Etris and its processes as well as managing both HRDF and inhouse training budgets
- ) Stay abreast of the latest developments in learning trends, changes in learning theory, developments in learning technologies and implement appropriately.
- ) Coordinate onboarding arrangements to ensure smooth and successful integration of new employees
- ) Support all other Human Capital Management Dept. scopes like Talent Acquisition, Employee Relations, Engagement initiatives and others.

### **Requirements:**

- ) Degree in Human Resource Development or related field
- ) Minimum 5 years of proven experience in Learning & Organization Development or similar
- ) Current knowledge of effective learning and development methods
- ) Familiar with HRDF, e-learning platforms and practices
- ) Experience in project management and budgeting
- ) Proficient in MS Office and Learning Management Systems (LMS)
- ) Excellent communication and negotiation skills; sharp business acumen
- ) Ability to build rapport with employees and vendors

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](http://www.mitsubishi-motors.com.my)  
E-mail: [hr@mitsubishi-motors.com.my](mailto:hr@mitsubishi-motors.com.my)



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](http://www.mitsubishi-motors.com.my)  
E-mail: [hr@mitsubishi-motors.com.my](mailto:hr@mitsubishi-motors.com.my)