



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 – FIELD SERVICE QUALITY (6 MONTHS' CONTRACT) (based in Shah Alam)

Purpose of the position is due to the additional support needed to support in handling crucial tasks involved in Warranty Processing section. Supports needed in conducting, implementing and report preparation for service operations to achieve Departmental goal and objectives.

Responsibilities:

- To assist in executing warranty follow up activity to improve Customer Satisfaction
- To be involved in Defective Part Collection from Dealer for Technical Analysis
- To bridge and fasten communication with dealer by conveying warranty inquiry.
- To assist in dealer warranty invoice collection accordingly.
- To support in dealer invoice submission to Finance Team.

Requirements:

- 6 months duration starting from November 2022 onwards
- Computer and Microsoft Office literate
- Willing to learn, high spirited, curious and enthusiastic
- Studying Diploma in Office Management/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
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