



**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:

## **EXECUTIVE – CORPORATE PLANNING (CONTRACT) (based in Shah Alam)**

Purpose of the position is due to the additional administrative support needed to Management team and to coordinate daily operational activities to ensure smooth and efficient workflow management team and all department within the organization.

### **Responsibilities:**

- Provide administrative support to the Senior Management
- Coordinate daily operational activities to ensure smooth and efficient workflow platform between the Senior Management and various departments within the organization
- Responsible for screening and attending to incoming telephone calls and other correspondences
- Attend to guests or visitors to the Senior Management
- Prepare minutes of meetings
- Handle travel arrangements, schedule appointments and meetings, flight booking, hotel & restaurant reservations, etc
- Coordinate management of company vehicles for staff travels as well as routine maintenance
- Arrange courier services for outgoing documents and parcels
- Administer external and internal correspondence and to organize proper documentation filing system
- Undertake other special assignments, ad-hoc functions and related duties as and when required by the Management

### **Requirements:**

- Possess at least a Bachelor's degree in any related field
- Efficient administration and clerical skills
- Computer literate – Basic acknowledge of Microsoft Office
- Resourceful and able to multi-task with strong coordination & organizational skills
- Mature and pleasant personality with the ability to interact well with people at all levels
- Proficient in both oral & written English and Bahasa Malaysia
- Fresh graduates are encouraged to apply

### **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  
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Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications with a recent passport-sized photograph to:

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