



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:

INTERNSHIP – GENERAL AFFAIRS

(based in Shah Alam)

Purpose of the position is learning opportunities to gain hands-on experience and practical knowledge mainly in Corporate Administration while aid the departmental function in plans project, vehicle management and health, safety & environment scopes.

Responsibilities:

- To support receptionist role such as managing incoming calls, couriers, dispatch, meeting arrangement & handling customers/walk in guest.
- To assist with administrative functions such as documents processing, vendors communication, drafting infoblast awareness and etc.
- To support department planned projects such as verification of the business partner, courier restructuring program and automation at front desk.
- To liaise with local authorities, insurance companies, F&B suppliers, housekeeping agency, overall facility management, pest control, equipment, asset and etc.
- To perform check and balance, inventory, continuous supplies, periodic maintenance, property and office administration.
- To gather and analyse data, formulate document control and monitor the needs/ budget utilization.

Requirements:

- 6 months internship; from September/October 2023 onwards
- Willing to learn, high spirited, detailed-oriented and responsible person
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.
- Degree in Office Administration/ Business field/ 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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