



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 – ENGINEERING

(based in Pekan, Pahang)

Purpose of the position is due to support administration task for CKD Production Team and to maintain a smooth workflow in an establishment.

Responsibilities:

- To support in daily operations and administrative tasks such as data compilation, update of contacts and documents review
- To assist in document control including Delivery Order, Purchase Order and Invoice roles
- To support departmental event by arrange entertainment visitor or staff
- To assist in booking hotels, flights and issuance of letters.
- To assist in expatriates' management including work permit, passport renewal, license conversion and renewal
- To support in coordinating transportation logistics for guests
- To assist in managing inventories, office and equipment upgrade

Requirements:

- 6 months internship duration starting from January 2024 onwards
- Preferably residing in Pekan Pahang, Pahang or in a nearby location to Pekan
- Currently pursuing a degree in Business Administration, Management or related fields.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint)

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
Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)
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