



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 – SALES DISTRIBUTION DIV **(Based in Shah Alam)**

The purpose of this position is to perform and execute distribution operation from MMM Yard (Peninsular Malaysia) to East Malaysia Dealers. To support and perform the efficient operations of the distribution function within the organization. To oversee key aspects of the distribution process, contributing to strategic initiatives, and ensure the timely and accurate delivery of vehicles to customers.

Main Responsibilities:

- Coordination in multiple processes for automotive upstream and downstream supply chain to ensure smooth and efficient distribution operations.
- Oversee the transportation and logistics activities involved in moving vehicles from distribution centers and ultimately to dealerships at East Malaysia.
- To monitor stock inventory at East Malaysia Yards to ensure adequate stock availability while minimizing excess inventory.
- Analyze distribution network performance and identify opportunities for improvement, such as optimizing transportation routes, reducing lead times, and enhancing overall efficiency.
- To arrange / plan / coordinate shipment from Peninsular Malaysia Yard to East Malaysia Yard.
- To prepare and manage all required shipping documentation including marine insurance for each shipment to East Malaysia Yards.
- To monitor vehicle readiness for distribution from East Malaysia Yards to East Malaysia Dealers.
- To support / assist / respond on dealer complaint for vehicle quality issue on unregistered units via Dealer Vehicle Receiving Report (DVRR) within 24 hours.
- To provide daily, weekly and monthly distribution report for East Malaysia distribution (Transporter performance report, Vehicle daily movement report, Dealer Vehicle Receiving Report (DVRR), Monthly yard performance).
- To provide daily movement report for vehicle collection from East Malaysia Yards.
- To support on vehicle distribution planning from multiple yards to dealers.
- To check, process and submit all invoices received within the KPI timeline.

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
E-mail: hr@mitsubishi-motors.com.my



Requirements:

- Degree in Business Administration, Logistic, Transportation, Operation Management, Supply Chain or equivalent.
- With 2 years of working experiences in related fields and fresh graduates are encouraged to apply
- Proficient in MS Excel (Advanced), MS Word, MS PowerPoint, MS Teams
- Dynamic team player with strategic thinking skills
- Upholds principles of Integrity and Fairness
- Experience in Problem Solving Methodology – PDCA Service Quality
- Strong leadership, Strategy & Operation and Driving results.

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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