



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 – CUSTOMER RELATIONS (based in Shah Alam)

Purpose of the position is due to the additional support needed to support the completion of department clerical and data entry in meeting deadlines as to support the department target to achieve.

Responsibilities:

- To assist in managing clerical tasks relating to Mitsubishi Assist 24Hour (MA24) and the department SOPs.
- To assist in managing DCREs scorecard.
- To support the incoming calls from dealers and customers.
- To support in managing departmental reports.
- Support in daily operations and administrative tasks such as data compilation, update of contacts and documents review
- To assist the team members with ad-hoc tasks from time to time.

Requirements:

- 6 months internship starting from February 2024 onwards.
- Male candidates are encouraged to apply.
- Age between 22 - 26 years old is preferable.
- Willing to learn, high spirited, curious and enthusiastic.
- Studying Degree in Business Administration or Customer Service-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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