



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:

SNR EXECUTIVE – NEW PROJECTS

The position is to assist/support on Data Management (Analysis, Dashboard using Power BI, Data Entry & Report), as well as common administrative roles within the Division

Main Responsibilities:

- To monitor Division's overall monthly spending (invoices, training, personal expenses, incentive claims)
- To compile monthly used car trade-in cases by Dealers & travelling to outlet premise for the purpose of used car auditing
- Processing monthly vendor invoices to ensure prompt payment/spending
- To managing cases/issues highlighted in mobile app support group to respective vendors
- To Maintaining Division's both digital & printed documents (SOPs, claims, contracts/invoices etc.)
- To ensure the accurate documentations/records and compliant with MMM standards
- To organize/assisting in Division events, travelling/accommodation and other claims

Requirements:

- Bachelor's degree or diploma in Information Technology, Engineering, Business Management, Administration, Marketing or a related field
- Work experience 3 years & above in business administration, data management or a related field
- Dashboard & visualization using Power BI
- Data management (entry/mining, structing & analysis)
- Proficiency in Microsoft Office applications (Word, Excel & Power-point)
- Organization & time keeping/management

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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