



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 – CORPORATE GOVERNANCE

Internal Control Section

(based in Shah Alam)

Purpose of the position is learning opportunities whilst supporting the growing scope of internal control matters under the Corporate Governance Department to support the continuous growth of the company's business and operation.

Responsibilities:

- To assist and to learn how to review, draft and/or prepare internal control documents and correspondences.
- To have the opportunity to participate in internal discussions and learn internal control procedures as well as business system improvement.
- To have the opportunity to participate in the development and implementation of internal control policies and procedures.
- To assist on essential administrative tasks such as contract management, filing, and records, and stamping of documents.
- To assist the team members with ad-hoc tasks from time to time.

Requirements:

- To be able to commit 6 – 8 months internship
- Age between 20 – 26 years old is preferred.
- Willing to learn, dynamic, detailed-oriented, and responsible individual.
- Well-organized, initiative, analytical, good interpersonal and communication skills as well as the ability to work independently and in a team.
- Strong oral and written communication skills in English and Bahasa Malaysia.
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.
- Undergraduate who is studying or completed degree in business, law, finance, economics, or related disciplines.
- Candidates must be a Malaysian citizen.

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)
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