



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 – HUMAN CAPITAL MANAGEMENT **(based in Shah Alam)**

Purpose of the position is to support administration task for Human Capital Management and to maintain a smooth workflow in an establishment. We are seeking highly motivated and enthusiastic HR Intern to join our team. This internship will provide valuable hands-on experience in various aspects of human resources, including but not limited to recruitment, employee relations, training and development and HR administration. The HR Intern will have the opportunity to learn and contribute to HR initiatives and projects while working closely with the HR team.

Responsibilities:

- Assist in recruitment support and selection process of new hires and interns as well as onboarding and orientation scopes
- To assist in Employee Relations program such as Company events, Staff Welfare initiatives, and Employee Assistance Program (EAP)
- Assist in daily and monthly administration task of Human Capital Management & General Affairs Department including Receptionist support
- To support HCM, Dept projects including but not limited to as Training & Development program, Employee Employer Self Service system, SOP reviews and updates.
- To manage, support and maintain updated and accurate record keeping of personnel file and HRMS data of all employees
- To assist on Competency framework and Performance management projects. This is to continually address gaps on talent development, performance management and succession planning.
- Skills/course of study – PMS, Competencies, Management process and organization Theory, Career Development and Training Needs Analysis.

Requirements:

- To be able to commit 6 months internship (immediate hiring).
- Willing to learn, detailed oriented and responsible person.
- Good interpersonal and communication skills as well as ability to work independently and in a team.
- Strong command of English & Bahasa Melayu.
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.

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



- Bachelor's Degree in Human Resources, HR Management, or equivalent

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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