



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 – MARKETING ADMIN **(based in Shah Alam)**

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Responsibilities:

1. Day-to-Day Marketing Administration:

- Assist with managing marketing administration tasks, including:
 - **Vehicle Management:** Coordinate the logistics related to events, vehicle bookings and allocations, vehicle maintenance and repairs, etc.
 - **Merchandise Management:** Inventory management, logistic coordination to support events and stock tracking etc.
 - **Courier Arrangements:** Arrange for timely delivery and receipt of marketing materials.
 - **Filing of Marketing Documents:** Organize and maintain marketing-related files and documents.

2. Travel and Accommodation Coordination:

- Work closely with the marketing team to:
 - **Coordinate Travel:** Arrange travel bookings (flights, accommodation, etc.) for media and staff.
 - **Accommodation Arrangements:** Ensure smooth accommodation arrangements for media and staff during business trips.

3. Data Consolidation and Market Research:

- Collect and consolidate data related to marketing campaigns.
 - **Campaign Results:** Consolidate and evaluate the effectiveness of marketing campaigns and provide insights.
 - **Marketing Cases:** Study successful competitors' marketing strategies.

Human Capital Management Department

Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)
Level 6, Building A, Dataran PHB, Saujana Resort, Seksyen U2
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4. **Cross-Departmental Participation:**

- Gain exposure to various aspects of the business by participating in company events and activities.

Requirements:

- Currently pursuing a diploma or degree in Marketing, Business Administration, or a related field.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Excellent communication and teamwork abilities.
- Enthusiastic and eager to learn.

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications with a recent passport-sized photograph to: