



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:

ADMIN ASSISTANT - CONTRACT (based in Shah Alam)

Purpose of the position is due to the additional administrative support needed to Management team and to coordinate daily operational activities to ensure smooth and efficient workflow management team and all department within the organization.

Responsibilities:

- 1. Provide administrative support to Management team, including but not limited to:**
 - a. Managing the Chief's calendar, schedule arrangement (meetings and travel requirements) and monitoring
 - b. Preparation for Chiefs' claims, gift & entertainment requisition
 - c. Screen incoming telephone calls, take and deliver accurate messages
 - d. Handle Chiefs request and queries appropriately
 - e. Any other ad-hoc administrative tasks as required
- 2. Coordinate daily operational activities to ensure smooth and efficient workflow management team and all departments within the organization:**
 - a) Board of Directors, Directors' Circular Resolution and Member Written Resolution documentation preparation with respective departments and external parties
 - b) Preparation of minutes of meeting for Executive Committee (EXCO) Meeting on monthly and ad hoc basis
 - c) Document circulation
 - d) Develop and carry out efficient documentation and filing system

Requirements:

- Possess at least a Bachelor's degree in any related field
- Efficient administration and clerical skills
- Computer literate – Basic acknowledge of Microsoft Office
- Resourceful and able to multi-task with strong coordination & organizational skills
- Mature and pleasant personality with the ability to interact well with people at all levels
- Proficient in both oral & written English and Bahasa Malaysia
- Fresh graduates are encouraged to apply

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)
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