



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 – SALES OPERATION

(based in Shah Alam)

The purpose of this position is to support Sales Operations Division operational matters and assist the department in becoming more efficient and effective through the sharing of important data that are crucial for decision-making processes.

Responsibilities:

- Review advertising applications and provide approval responses.
- Gather and verify DIMC claim (invoices).
- Provide updates on dealer activities relative to the established plan.
- Conduct an analysis of the Sales Funnel's traffic management.
- Generate monthly reports on Sales Funnel and conversion rates.
- Notify data users of data inconsistencies.
- Implement digital tracking for test drive demonstration vehicles at dealerships.
- Analyse customer behaviour observed during test drives.
- Develop and implement initiatives for Sales Funnel improvement.
- Provide assistance to the DIMC team with merchandise distribution.

Requirements:

- Studying Degree in Business Management or equivalent
- At least 6 months internship
- Willing to learn, high spirited, detailed-oriented and high accountability
- Basic knowledge in operation, communication & presentation.
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.

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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