



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 – GENERAL AFFAIRS **(based in Shah Alam)**

To support departments in managing daily administrative tasks such as scheduling, record-keeping, correspondence, and office management. This role also involves assisting in improving workflow efficiency and supporting key functions such as HSE and Vehicle Management.

Responsibilities:

- Manage day-to-day administrative operations, including document handling, asset tracking, stock control, and front desk duties.
- Coordinate property and facility needs across locations, including maintenance schedules, pest control, housekeeping, and vendor contracts.
- Assist in developing administrative manuals, reviewing internal processes, and closing operational gaps to improve efficiency and compliance.
Support departmental initiatives including renovations, time-based projects, and special events or tasks as needed.
- Provide support for related functions like HSE and vehicle management, and handle other tasks as assigned.

Requirements:

- To be able to commit 6 months internship.
- Studying Degree in Office Administration or related field.
- Self-starter and able to multitask.
- Knowledge of data management
- Excellent written and verbal communication skills and strong organizational abilities with keen attention to detail
- Proficient in Microsoft Office Suite or similar software

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