



**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 – PRODUCTION CONTROL** **(based in Shah Alam)**

To support the completion of the department's clerical and SOP's development which will contribute to the success of Logistics, Supplies and Operations department target achievement

### Responsibilities:

- To assist in establishing new SOP's development, process flow as well as to review the effectiveness of existing SOPs under Production Control Department
- To assist in managing department clerical tasks such as filling, documentation and records
- To monitor the shipments or delivery updates, ensuring timely completion of orders and receiving status and tracking material inventory both in system and at the plant, while maintaining accurate records
- To assist team members with ad-hoc duties

### Requirements:

- 6 months – onwards internship duration is encouraged
- Studying Degree in Logistics, Supply Chain, Business Management, Engineering background or equivalent.
- Friendly with a good attitude
- Strong willing to learn, highly responsible, high spirited and detailed-oriented person.
- 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: