



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:

EXECUTIVE – PRODUCTION CONTROL (CONTRACT) (based in Shah Alam)

Responsibilities:

- Prepare necessary shipping documents, insurance application, monitoring custom clearance and verification of the import duty.
- Coordinate with forwarders and suppliers for import and export activities.
- Plan for production ordering, prepare Purchase Order-based on production planning monthly basis, invoice processing and well-monitoring for the inventory level to ensure timely delivery for production.
- Prepare customs reports and invoice processing for the assembler plant and update sales tax reports for Finance.
- Maintain accurate inventory data entry and update D365 user guidelines.
- Alert to cost changes and prepare documentation for payment or all cost adjustments.
- Proper filing system on invoices, PO, DO, memo as well as government approval letters.
- Support departments such as Localization, Homologation, Finance, Allocation, and CKD in production operations, documentation and effective supplier engagement.
- Review, create, and update departmental Standard Operating Procedures (SOPs).
- Other related support and department reporting as and when required

Qualifications:

- A degree in logistics will be added advantages.
- 2 years working experience and familiar with import and export process and procedures is preferable
- Highly committed, result oriented and computer literate
- High sense of responsibility with ability to work within deadline
- Proactive and able to work either independently or in a team
- Excellent in problem solving, planning & coordinating skills
- Possess good interpersonal skills with strong analytical and negotiation skills
- Good command in both oral and written Bahasa Malaysia and English

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