



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, committed, and can work as a team to join us as:

EXECUTIVE - USED CAR DEPARTMENT (based in Shah Alam)

This position plays a key role in managing and executing all administrative operations to ensure seamless workflow, accurate documentation, and efficient coordination to support used car business.

Responsibilities:

- Coordinate and compile necessary documents for trade-in cases.
- Prepare and submit payment requests to customers, banks (HP full settlement), and dealers (down payment).
- Take into stock promptly via system for every vehicle surrendered to the Company
- Perform necessary stock ownership change via e-Auto system.
- Prepare receipt for customer, invoices and delivery orders for wholesale and retail transactions.
- Assist customer to get insurance quotation prior to HP loan application.
- Prepare and furnish required documents to the bank for their loan disbursement to MMM.
- Process vendor payment for purchase requisitions/purchase orders (PR/PO).
- Accurately handle multiple payments, follow up on any refunds, and escalate discrepancies to finance for quick resolution.
- Safe-keep and file all important documents securely.
- Order necessary or ad-hoc supplies to support operations.
- Address customer complaints promptly and in accordance with company guidelines.
- Perform ad hoc tasks assigned by immediate superior to support the used car department.

Requirements:

- Certificate, Diploma, or Degree in any discipline, or SPM/O-Level with relevant experience.
- Min. 2 to 4 years of experience in administrative roles, preferably in the used car or financial industry.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in documentation.
- Ability to work independently and collaboratively in a team environment.
- Proficient in Microsoft Office Applications (Excel, PowerPoint, and Word)
- Familiarity with finance processes and documentation (preferred).

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



Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications and experience, current and expected salary together with a recent passport-sized photograph to:

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