



**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:

## **MARKETING & EVENTS INTERN**

(based in Shah Alam)

### **Responsibilities:**

#### **Event Support & Operations**

- Manage the logistics of the demo vehicle fleet, including booking coordination and ensuring vehicles are cleaned, fuelled, and maintained in a timely manner for events and test drives.
- Support the sourcing, packing, dispatch, and inventory tracking of marketing merchandise to ensure timely delivery to events and customers.
- Assist with travel arrangements, including the coordination of flights and accommodations for media representatives and staff.
- Support event execution by managing event schedules, ensuring accurate vehicle placement, and coordinating the availability of marketing materials on-site.
- Collect and consolidate event performance data, contributing to the preparation of post-event reports and insights to inform future planning.
- Assist in the preparation and coordination of dealer duty rosters for event participation.

#### **Marketing & Administrative Support**

- Maintain accurate filing and documentation of marketing materials, campaign records, and operational assets.
- Consolidate and support the analysis of digital marketing performance data to assist in campaign reporting and effectiveness tracking.
- Conduct research and gather insights on automotive trends, competitive activities, and customer feedback to support marketing strategy and event planning.

#### **Human Capital Management Department**

Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)  
Level 6, Building A, Dataran PHB, Saujana Resort, Seksyen U2  
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### **What we're looking for**

- Currently pursuing a diploma or degree in Marketing, Business Admin, Event Management, or a related discipline.
- Strong attention to detail with excellent organizational and time management skills.
- Ability to work in a fast-paced, dynamic environment with a proactive and solution-oriented mindset.
- Proficient in Microsoft Office applications (Excel, PowerPoint, Word); familiarity with basic data analysis or design tools is an advantage.
- Strong interpersonal and communication skills, with the ability to work collaboratively across teams.
- A valid driver's license is required, as the role may involve occasional coordination or movement of vehicles for event-related activities.

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