



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 – ALLOCATION & PROCESSING DEPARTMENT (based in Shah Alam)

This position plays a key role in managing import operations and supporting digitalization, including customs clearance, CBU shipment tracking, documentation, SIRIM/Puspakom coordination, and MSD team support.

Responsibilities:

- Coordinate with DHAS (importer) and Financial Control Division (FCD) to ensure efficient customs clearance.
- Expedite overall vehicle preparation process for ZB1 transfer through effective collaboration and negotiation with external stakeholders.
- Ensure proper arrangement and monitoring the readiness of CBU vehicles, including associated documentation and invoicing processes.
- Support coordination of Special Project, particularly Mitsubishi Smart Distribution (MSD) system including Vehicle Data Reconciliation.
- Prepare Daily Sales Report for Mitsubishi Corporation (MC).
- Monitor PUSPAKOM E-Wallet from a financial perspective to ensure 0% discrepancy.
- Oversee SIRIM inspections and coordinate PUSPAKOM arrangements to ensure timely vehicle registration in line with company targets.

Requirements:

- Degree in business administration or any related field.
- Min. 2 years of working experience in vehicle import and export process with hands-on system experience, or office administration skills in automotive industry.
- Good English writing and communication skills.
- Proficient in Microsoft Office Applications (Excel, PowerPoint, and Word)
- Ability to work independently and complete tasks on time.
- Basic knowledge of business process frameworks such as Total Quality Management and PDCA (Plan-Do-Check-Act)

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:

Human Capital Management Department
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