



Mitsubishi Motors Malaysia San 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 (BUSINESS ADMIN) – ENGINEERING **(based in Pekan, Pahang)**

Purpose of the position is due to support administration tasks for CKD Production Team and to maintain a smooth workflow in an establishment.

Main Responsibilities:

- To support in daily operations and administrative tasks such as data compilation, update of contacts and documents review
- To assist in document control including Delivery Order, Purchase Order and Invoice roles
- To support departmental event by arrange entertainment visitor or staff
- To assist in meetings preparation and presentation materials

Requirements:

- 6 months internship
- Preferably aged between 22 - 27 years old
- Preferably reside in Pekan, Pahang or nearby Pekan location
- Computer literacy (Microsoft Excel, Microsoft Word, Microsoft Power Point etc)
- Studying Degree in Business Management or equivalent

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
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