



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

## **INTERNSHIP – GENERAL AFFAIRS & COORDINATION (based in Shah Alam)**

This position supports departments in managing daily administrative tasks such as front desk focal, office and facilities management and vehicle management. This role also involves assisting in improving workflow efficiency and supporting key functions in General Affairs & Coordination department.

### **Responsibilities:**

- Manage day-to-day administrative operations, including front desk duties, document handling, asset tracking, stock control and vehicle operations.
- Coordinate property and facility needs across locations, including maintenance schedules, pest control, housekeeping, and vendor contracts.
- Assist in developing administrative manuals, reviewing internal processes, and closing operational gaps to improve efficiency and compliance.
- Support departmental initiatives including renovations, time-based projects, and special events or tasks as needed.
- Provide support for related departmental functions and handle other tasks as assigned.

### **Requirements:**

- To be able to commit 6 months internship
- Studying Degree in Office Administration or related field
- Self-starter and able to multitask
- Knowledge of data management
- Excellent written and verbal communication skills and strong organizational abilities with keen attention to detail.
- Proficient in Microsoft Office Suite or similar software

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  
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