



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:

INTERNSHIP – HUMAN CAPITAL MANAGEMENT (based in Shah Alam)

Purpose of the position is to support administration task for Human Capital Management and to maintain a smooth workflow in an establishment. We are seeking highly motivated and enthusiastic HR Intern to join our team.

Responsibilities:

- Assist in recruitment support and selection process of new hires and interns as well as onboarding and orientation scopes.
- Provide administrative support across Human Capital Management functions, including but not limited to: PMS, leave administration, time and attendance tracking, invoice and claims processing, and front desk/reception duties.
- Assist in benefits administration, including insurance, medical, and payroll-related tasks.
- To manage, support and maintain updated and accurate record keeping of personnel file and HRMS data of all employees.
- Relevant Skills/Coursework: Performance Management Systems, Compensation & Benefits, Payroll Administration.

Requirements:

- To be able to commit 6 months internship.
- Willing to learn, dynamic, detailed-oriented and responsible individual.
- Good interpersonal and communication skills as well as ability to work independently and in a team.
- Strong command of English & Bahasa Melayu
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.
- Bachelor's Degree in Human Resources, HR 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