



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:

ASSISTANT MANAGER / MANAGER – (HSE cum Admin) (based in Shah Alam)

The Assistant Manager/Manager (HSE cum Admin) supports the organisation's HSE compliance and safety initiatives while managing key office administration and vehicle operations. The role ensures safe workplace practices, smooth facility and administrative services, and efficient fleet management to support overall business operations.

Key Responsibilities

1. Health, Safety & Environment (HSE)

- Support the development, implementation, and continuous improvement of occupational health & safety (OHS) policies, procedures, and programs in line with local legislation and corporate requirements.
- Advise management and employees on safety-related matters, including use of equipment, workplace hazards, and preventive controls.
- Conduct risk assessments, workplace inspections, and audits; enforce preventive and corrective measures to minimize risks.
- Ensure ongoing compliance with OSHA and other applicable HSE regulations, standards, and guidelines.
- Review and update HSE policies, SOPs, and controls in accordance with changes in legislation and best practices.
- Investigate incidents, accidents, and near-misses; prepare reports, root-cause analysis, and corrective action plans.
- Maintain HSE records, statistics, and reports for management review and regulatory submission.

2. Corporate Administration

- Oversee day-to-day office administration for HQ and offsite locations, including facilities, utilities, vendors, and workplace services.
- Manage office facilities, maintenance, renovation works, and service contracts to ensure a safe, efficient, and professional work environment.
- Coordinate corporate administrative services such as access cards, seating arrangements, office equipment, and staff support matters.
- Maintain and administer company asset registers (non-IT) and coordinate corporate insurance policies and claims.
- Support crisis management, emergency preparedness, and business continuity initiatives.

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



- Drive continuous improvement in administrative processes to enhance efficiency, cost control, and service quality.

3. Vehicle Management

- Oversee company vehicle operations including allocation, booking, and utilization control.
- Manage vehicle compliance matters such as road tax, insurance, inspection, and regulatory renewals.
- Coordinate vehicle maintenance, servicing, repairs, accident claims, and disposal processes.
- Monitor vehicle usage records, costs, summons, and claims to ensure policy compliance and cost optimization.
- Enforce company Vehicle Usage Policy and recommend improvements to fleet management practices.

Requirements

- Bachelor's Degree in Safety Management, Engineering, Business Administration, Facilities Management, or a related field.
- Certified Safety & Health Officer (SHO) or equivalent HSE certification is preferred.
- Minimum 3–5 years of relevant experience in HSE, corporate administration, or general affairs.
- Practical experience in regulatory compliance, workplace safety, and office/facility management.
- Proficient in MS Office; experience with HSE or fleet management systems is an advantage.

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications with a recent passport-sized photograph to: