



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:

EXECUTIVE - Delivery & PDI (Distribution) **(based in Shah Alam)**

The Executive, Delivery & PDI (Distribution) is responsible for coordinating daily inland transportation, ensuring accurate logistics system updates, and supporting smooth vehicle registration and distribution to dealers. The role manages vendor invoicing, prepares performance reports, monitors key transport KPIs, and drives capacity planning to maximize transporter utilization. This position works closely with internal teams, stockyard operators, transporters, and Regional Sales to enhance the overall vehicle distribution supply chain and ensure efficient wholesale delivery operations.

Key Responsibilities

- To plan and coordinate daily inland transportation activities for vehicle distribution to Peninsular Dealers.
- To oversee and coordinate timely system updates from transporters and yard operations within the logistics platform to ensure smooth vehicle registration processes and eliminate operational disruptions.
- To compile, validate, and provide provision and accrual figures to Finance to support accurate cost tracking and financial closing.
- Managing vendor invoice processing and submission to Finance to ensure accurate payment execution and compliance with agreed contractual timelines
- Track key performance indicators such as on-time delivery, truck utilization, turnaround time, and cost per unit.
- Prepare daily, weekly, and monthly transport performance reports.
- To plan on maximum utilization and capacity based on daily load commitment by transporters
- To coordinate with internal department / stockyard operator / transporters / dealers to analyze and improve on vehicle distribution supply chain process
- To proactively collaborate with Regional Sales to ensure efficient wholesales operation with accurate delivery plan.

Requirements

- Degree in Supply Chain / Logistics, Automotive, Business Management/Administration, or a related field.
- Strong analytical, creative, and problem-solving skills with the ability to identify risks, assess potential impacts, and implement effective risk management and mitigation strategies.
- Result-oriented, resourceful, and self-motivated, with strong planning and organizational skills to effectively manage tasks and achieve targets.
- Proficient in computer applications such as MS Office Suite and Microsoft 365 with the ability to effectively use relevant systems and software.

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



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

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