



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 –GENERAL AFFAIRS **(based in Shah Alam)**

This position responsible for managing Corporate Administration, Fleet / Vehicle Management, and HSE-ESG governance, ensuring a safe, compliant, efficient, and sustainable workplace environment that supports business operations and continuity.

This role operates with end-to-end ownership of assigned domains, balancing operational execution, compliance, risk management, and continuous improvement.

Responsibilities:

CORPORATE ADMINISTRATION & GENERAL AFFAIRS

1. Document, Contract & Compliance Administration

- Act as document controller for corporate administrative records, ensuring proper filing, version control, and accessibility.
- Manage contracts, licenses, permits, and insurance policies, including renewals, compliance tracking, and claims coordination.
- Maintain and administer departmental asset registers (non-IT) and conduct periodic asset verification.

2. Facilities & Properties Management

- Oversee facilities and properties management, including preventive maintenance, repairs, renovations, and vendor coordination.
- Manage service providers for office maintenance, housekeeping, security, pest control, courier, office supplies, utilities, and telco services.
- Ensure facilities comply with company standards, safety requirements, and regulatory obligations.
- Support and coordinate office relocation, renovation, or refurbishment projects, including planning, execution, and post-implementation stabilization.

3. Office Services & Cost Control

- Monitor and manage GA operational budgets, vendor contracts, and service costs.
- Drive continuous improvement initiatives to enhance service quality, operational efficiency, and cost optimization.
- Address employee feedback related to workplace services and facilities.

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



VEHICLE / FLEET MANAGEMENT

- Oversee end-to-end company vehicle management, including allocation, booking, utilization monitoring, and policy compliance.
- Manage all vehicle compliance matters, including insurance, road tax, inspection, licensing, and regulatory renewals.
- Coordinate vehicle maintenance, servicing, repairs, accident handling, claims, and disposal.
- Monitor vehicle usage records, operating costs, summons, and claims to ensure cost efficiency and governance.
- Maintain accurate and up-to-date fleet records and management reports.
- Enforce and review Vehicle Usage Policy, recommending improvements where necessary.
- Support or lead fleet management system implementation or revamp initiatives.

HSE & ESG GOVERNANCE

1. Health, Safety & Environment (HSE)

- Develop, review, and implement HSE policies, SOPs, and guidelines in compliance with OSHA, BOMBA, DOE, and other applicable regulations.
- Coordinate HSE compliance programs, including statutory training, workplace inspections, risk assessments, and internal audits.
- Identify workplace hazards, conduct risk assessments, and track corrective and preventive actions.
- Investigate incidents, accidents, and near-misses; perform root-cause analysis and monitor closure of action plans.
- Maintain HSE documentation, statistics, and reports for management review and regulatory submission.
- Coordinate Emergency Response Plans (ERP), crisis management procedures, and Business Continuity Planning (BCP) activities, including drills and simulations.
- Act as secretariat or coordinator for HSE Committee meetings and management reviews.

2. Environmental, Social & Governance (ESG) – Workplace Scope

- Support ESG reporting related to workplace operations, facilities, safety, and environmental performance.
- Drive and coordinate sustainability initiatives such as energy efficiency, waste management, paper reduction, and green office practices.
- Track and consolidate ESG-related data and KPIs under GA, facilities, fleet, and HSE scopes.
- Support internal, external, or HQ ESG audits and assessments, ensuring documentation accuracy and timeliness.

Qualifications:

- Bachelor's Degree in Business Administration, Management, Facilities Management, or related discipline.
- Minimum 5–7 years of relevant experience in General Affairs, Corporate Administration and facilities operations, and workplace compliance.

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- Hands-on experience in vehicle or fleet management
- Exposure to HSE governance and ESG reporting is an added advantage.
- Certified Safety & Health Officer (SHO) or equivalent HSE certification is preferred
- Strong governance, compliance, and risk management mindset
- Operationally hands-on with strategic awareness
- Vendor and contract management capability
- Structured, analytical, and detail-oriented
- Effective stakeholder communication
- High integrity and confidentiality handling

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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