



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 – CORPORATE GOVERNANCE (based in Shah Alam)

Purpose of the position is learning opportunities whilst supporting the growing scope of legal, compliance and internal control matters under the Corporate Governance Department so as to support the continuous growth of the company's business and operations.

Responsibilities:

- To assist and to learn how to review, draft and/or prepare legal, compliance and internal control documents and correspondences.
- To research on latest legal and regulatory developments in Malaysia affecting the company and to learn how to share / communicate such information to the relevant teams.
- To have the opportunity to participate in internal discussions and learn internal control procedures as well as SOPs improvement
- To have the opportunity to participate in the development and implementation of internal control policies and procedures.
- To assist on company briefings and presentations on legal, compliance and internal control related topics.
- To assist on contract management and essential administrative tasks such as filling and records, and stamping of documents
- To assist the team members with ad-hoc tasks from time to time.

Requirements:

- To be able to commit 6 months internship.
- Willing to learn, dynamic, detailed-oriented and responsible individual.
- Well-organized, initiative, analytical, good interpersonal and communication skills as well as the ability to work independently and in a team.
- Strong oral and written communication skills in English and Bahasa Malaysia.
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.
- Candidates with academic backgrounds in Law, Business, or related fields are encouraged to apply.

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
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