



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:

INTERNSHIP – Delivery & PDI **(based in Pekan, Pahang)**

Purpose of the position is to perform and execute administrative support for CKD operations by supporting the efficient functioning of the Production and PDI activities, assisting with clerical and system update tasks (including process logs), and managing departmental quality reports to ensure smooth and effective operations.

Responsibilities:

- Provide administrative support for CKD production and operational activities, including documentation related to production, quality control, operational activities and handle communication and coordination between departments
- Assist in ensuring smooth production and Pre-Delivery Inspection (PDI) operations and support daily workflow activities.
- Maintain and update operational records, system data, and process logs accurately and timely.
- Prepare, update, and manage departmental quality reports and related documentation.
- Support data analysis, quality improvement initiatives, and compliance with company standards and procedures.

Requirements:

- 6 months internship to starts from September 2026.
- Willing to learn, detailed oriented and responsible person.
- 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.
- Degree in Automotive technology or equivalent.

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

Human Capital Management Department
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