



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 – PRODUCTION CONTROL (based in Pekan)

Support the Production Control Department in administrative, order processing, reporting and data management activities to ensure smooth production operations in Pekan.

Responsibilities:

- Assist in processing and updating supplier delivery orders and production-related records in D365.
- Support the preparation and maintenance of production, delivery and buy-off reports.
- Monitor and update order, chassis and BOM information to ensure data accuracy.
- Assist in preparing invoices, packing lists and export-related documentation.
- Maintain production records, files and departmental databases.
- Support data clean-up, document management and administrative activities within the department.

Requirements:

- Currently pursuing a Diploma or Bachelor's Degree in Business Administration, Management or related fields.
- Proficient in Microsoft Excel, Word and PowerPoint.
- Strong attention to detail and data accuracy.
- Good communication and interpersonal skills.
- Able to work independently and as part of a team.
- Positive attitude, willingness to learn, and good time management skills.

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
Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)
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