



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 Shah Alam)

This position supports the Production Control Department in monitoring orders, maintaining production records, preparing reports and coordinating daily activities to ensure smooth production planning and operations.

Responsibilities:

- Assist in monitoring and tracking production, replacement and parts orders to ensure timely updates and follow-ups.
- Support order status tracking, including approvals, deliveries, shipments and outstanding issues.
- Prepare and maintain reports, dashboards and order monitoring records.
- Assist in data consolidation, analysis and documentation to support production control activities.
- Coordinate with internal departments to ensure accurate order information and smooth operations.
- Support administrative tasks and continuous improvement initiatives within the Production Control Department.

Requirements:

- Currently pursuing a Bachelor's Degree in Business Analytics or any related field.
- Proficient in Microsoft Excel, Word and PowerPoint.
- Good communication and interpersonal skills.
- Able to work independently and as part of a team.
- Familiarity with Power BI or reporting tools is an added advantage.
- 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
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