

**Mitsubishi Motors Malaysia Sdn Bhd** is the exclusive distributor of Mitsubishi Motors passenger and commercial cars in Malaysia. Current line-up of vehicle consists of the Lancer sedan, Triton pick-up truck, Pajero Sport, ASX SUV, Attrage eco-sedan and Mirage compact car.

We invite suitable talented individuals who are result-oriented, fast-paced, committed, mature and can work as a team to join us as:

## SENIOR EXECUTIVE / EXECUTIVE – FLEET SALES

### Responsibilities:

#### Administrative and Operation Management

- Manage dealers productivity level and action plans in order to achieve maximum fleet sales capacity
- Timely update & correspondence to dealers, vendors and suppliers
- Analyze fleet sales volume and market trend & feedback
- Monthly dealer visit to monitor the fleet sales activity and identify ideas to increase fleet sales
- Conduct Fleet Sales refresher course to dealers and product training for existing clients and new customers
- Coordinate and monitor Puspakom inspection, JPJ registration, vehicle preparation and delivery to Corporate Customers
- Provide after sales support to Fleet Customers
- Establish Fleet Sales incentive scheme guidelines and determine fleet incentive allocation & budget by model and year make

#### Marketing

- Establish and update new Fleet Customers database
- Correspond with government sectors, tendering agents and third party companies on tenders and sales proposal
- Handle Fleet Sales product presentation

### Requirements:

- Diploma / Degree in Business Administration / Management or related discipline
- Minimum 3 years working experience in Fleet Operations / Sales & Marketing / Public Relations
- Possess strong planning, organization, negotiations and presentation skills
- Result-oriented, resourceful, pro-active and multi-tasking
- Good command in both oral and written English and Bahasa Melayu
- Willing to travel

#### Human Capital Management Department

Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)  
Level 6, Building A, Peremba Square, Saujana Resort, Seksyen U2  
40150 Shah Alam, Selangor Darul Ehsan  
Tel: 03-7680 6688 | Fax: 03-7622 2238  
Website: [www.mitsubishi-motors.com.my](http://www.mitsubishi-motors.com.my)  
E-mail: [hr@mitsubishi-motors.com.my](mailto:hr@mitsubishi-motors.com.my)