



**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 – CORPORATE ADMINISTRATION & HSE** **(based in Shah Alam)**

Purpose of the position is learning opportunities to gain hands-on experience and practical knowledge mainly in Corporate Administration while occasionally support General Affairs function in plans project which are health, safety & environment and vehicle management scopes.

### **Responsibilities:**

- To support receptionist role such as managing incoming calls, couriers, dispatch, meeting arrangement & handling customers/walk in guest.
- To support smooth operations of Corporate Administration task such as in facilities management, office administration, and others plan project.
- Hands-on experience in establishing proposals, managing and processing General Affairs clerical task.
- Developing HIRARC to identify potential hazard, enforcing preventive measures and address opportunities.
- Assist in the development of HSE procedure, compliance auditing, inspection reports and etc.
- Proposed and assist in the development of HSE Management System that aligned with ISO 45001:2018 and ISO 14001:2015.
- Assist immediate superior in monitoring and executing of overall HSE strategy.

### **Requirements:**

- 6 months internship; from August/September 2024 onwards
- Willing to learn, high spirited, detailed-oriented and responsible person
- Proficient in Microsoft Office such as Excel, Words, PowerPoint.
- Degree in HSE/ Administration/ Business field/ 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**  
Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)  
Level 6, Building A, Dataran PHB, 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)