



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:

ADMIN ASSISTANT, USED CAR – NEW PROJECTS (CONTRACT) (based in Shah Alam)

Responsibilities:

Documentation Processing

- Assist customers with MYEG for road tax documentation, e-Auto and processing
- Assist customers in signing HPA (Hire Purchase Agreement) documents
- Conduct finance checking to cross-check unknown payments and discrepancies
- Follow up with customers and the finance team on refund cases
- Guide customers through the thumbprint process as required
- Process vendor payment purchase requisitions/purchase orders

Administrative Tasks

- Manage petty cash and submit claims to the finance department
- Maintain records of car-related costs in the CMS (Cost Management System)
- Order ad-hoc supplies as needed for operational efficiency
- Safeguard and maintain security documents as per company guideline

Customer Relations

- Handles customer complaints immediately and according to company guidelines

Requirements:

- Minimum diploma or bachelor's degree in any disciplines with relevant experience.
- At least 1-2 years working experience in administrative roles specifically in the used car or financial industry.
- Experienced in administrative or operations support roles is an added advantage
- Excellent communication and interpersonal skills and able to work independently and collaboratively.
- Attention to detail and accuracy in documentation
- Familiarity with finance processes and documentation preferred

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
E-mail: hr@mitsubishi-motors.com.my



- Strong organizational and time management skills.

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

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