

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:

ASST. MANAGER (RETAIL) USED CAR – NEW PROJECTS (CONTRACT) (based in Shah Alam)

The purpose for the role is responsible for used car retail operations, from inventory management, guiding and assisting customer throughout purchasing journey and provide after-sales support.

Responsibilities:

Sales process

- Attending to walk-in and website customers inquiry.
- Use your knowledge of inventory to assist customers in finding a vehicle that meets their needs
- Guide customers every step of the way, from sale or appraisal to test drives and arranging financing applications
- Execute push/pull sales strategy
- Handle and analyze incoming "buy" inquiries from various sources, including the Sales Team, private sellers, agents, corporate clients, walk-ins, and dealers
- Provide after-sale service

Inventory management

- Ensure all car keys are labelled and stored securely
- Keep car keys organized for easy access
- Implement and monitor processes for tracking car key and vehicle locations
- Verify car keys against their corresponding cars
- Manage appointments and logistics schedules
- Continuously improve processes for better efficiency

Tracking and Documentation

- Implement and monitor processes for tracking car key and vehicle locations
- Prepare reports on car key usage and movement
- Maintain accurate records of car key movements
- Securely store all documents and spare keys
- Prepare and present regular performance reports

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



Requirements:

- Minimum bachelor's or associate degree in business, logistics, systems engineering, supply chain management, or related field.
- Minimum of 2 years of experience (specifically in retail of used cars) and working with administrative management
- Attention to detail especially for track inventory and create reports
- Excellent organizational and planning skills
- Outstanding communication and interpersonal abilities
- Computer literacy, especially having good knowledge and carry out the works in excel
- Product and inventory management certification a plus is added advantage

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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