



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:

EXECUTIVE – TRAINING

(based in Kota Damansara)

To support training operation and administration for improvement in Dealer Sales and Aftersales service performance through human resources development by implementation of Mitsubishi Motors technical and non-technical training programs.

Responsibilities:

- To support training plan and coordination by using LMS and to manage training room/venue readiness with F&B arrangement
- To support the training Center monthly expenses with proper record keeping including budget planning and invoice processing
- To support the management of training center assets including but not limited to acquisition and disposal, repairs and maintenance.
- To support all other administration duties including management of general consumable items, monthly training reporting and invitation emails to dealers
- To be responsible for proper and accurate database management for records of training data
- To initiate and monitor training improvement activities

Requirements:

- Degree in Business Management, Human Resources, or related disciplines.
- With 1 or 2 years of working experience in related fields.
- Passionate in training and growing people
- Good communication and strong interpersonal skills to interact with people at all levels
- Pleasant personality, mature, team player and able to work independently
- Highly committed, result oriented with good planning skills and Multi – Task
- Able to perform administrative tasks, generating reports, and managing documentation.
- Proficient in Microsoft Office, Outlook, Dashboard and Power BI
- Good command in both oral and written English and Bahasa Malaysia

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