

Mitsubishi Motors Malaysia Sdn Bhd, a joint-venture between Mitsubishi Corporation (Japan) and Edaran Otomobil Nasional Berhad (EON), is the distributor responsible for the import, assembly, sales and after-sales service of Mitsubishi Motors' vehicles and spare parts in Malaysia.

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

## ADMINISTRATIVE ASSISTANT

### Responsibilities:

- To provide administrative support to the Senior Management
- Coordinate daily operational activities to ensure smooth and efficient workflow platform between the Senior Management and various departments within the organization
- Responsible for screening and attending to incoming telephone calls and other correspondences
- Attend to guests or visitors to the Senior Management
- To prepare minutes of meetings
- To handle travel arrangements, schedule appointments and meetings, flight booking, hotel & restaurant reservations, etc
- To coordinate management of company vehicles for staff travels as well as routine maintenance
- To arrange courier services for outgoing documents and parcels
- To administer external and internal correspondence and to organize proper documentation filing system
- To undertake other special assignments, ad-hoc functions and related duties as and when required by the Management

### Requirements:

- Possess at least a Diploma or equivalent
- Resourceful and able to multi-task with strong coordination & organizational skills
- Mature and pleasant personality with the ability to interact well with people at all levels
- Good computer skill in Microsoft Word, Excel and Power Point applications
- Proficient in both oral & written English and Bahasa Malaysia
- Fresh graduates are encouraged to apply

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications and experience, current and expected salary together with a recent passport-sized photograph to:

Human Resources Department

**Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)**

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