

**JOB DESIGNATION:** Aftermarket Sustainability Internship**DEPARTMENT:** Aftermarket Sustainability (AMS)**DIVISION/PILLAR:** Integrated Services & Solutions Deployment (ISSD)**REPORTING TO:** Head of Department, AMS**JOB DESCRIPTION**

1. To support and assist the Head of Department (HOD)/Deputy HOD in enhancing efficiency in Aftermarket Sustainability operations.
2. To collaborate with industry partners, government agencies, academia, and other stakeholders to support the objectives of the e-Mobility Service Platform (eMSP).
3. To contribute to the development and refinement of business models and strategies for Electrified Vehicle (xEV) transformation.
4. To support engagement with potential clients/participants through online and offline channels to establish rapport and promote the eMSP project.
5. To support the execution of the eMSP project and its continuous activities.
6. To assist in preparing reports and conducting data analysis related to the eMSP project.
7. To support the promotion of the eMSP project through government and public event initiatives conducted internally and at the ministry level.
8. To provide administrative support for various initiatives and projects.
9. Perform ad-hoc task or any other related tasks assigned from time to time by the immediate superior or the Management to support the department's objectives.

**COMPETENCIES**

1. Currently pursuing a Bachelor's degree in Engineering or Business Administration or Operation Management or Business Management or Equivalent.
2. Excellent written and verbal communication skills in Malay and English.
3. Proficient in Microsoft Office applications (Excel, PowerPoint, Word, Teams, Outlook) and design tools such as Canva.
4. Strong organizational skills with high attention to detail.
5. Able to work independently and collaboratively and as part of a team with minimal supervision.

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<b>DEPARTMENT:</b> Aftermarket Sustainability (AMS)
<b>DIVISION/PILLAR:</b> Integrated Services & Solutions Deployment (ISSD)
<b>REPORTING TO:</b> Head of Department, AMS
<b>JOB DESCRIPTION</b>
<ol style="list-style-type: none"><li>1. To support and assist the Head of Department (HOD)/Deputy HOD in enhancing efficiency in Aftermarket Sustainability operations.</li><li>2. To collaborate with industry partners, government agencies, academia, and other stakeholders to support the objectives of the National Automotive Policy (NAP) 2020.</li><li>3. To contribute to the development and refinement of business models and strategies for aftermarket transformation.</li><li>4. To assist in organizing and facilitating workshops, seminars, and training sessions at various locations to promote the adoption of innovative practices within the industry.</li><li>5. To support the team in the execution of existing and future programs, including the preparation of proposals, reports, and presentations.</li><li>6. To engage in continuous learning and stay updated on global best practices in automotive aftermarket transformation.</li><li>7. To provide administrative support for various initiatives and projects.</li><li>8. Perform ad-hoc task or any other related tasks assigned from time to time by the immediate superior or the Management to support the department's objectives.</li></ol>
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