



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

WAREHOUSE ASSISTANT MATERIALS MANAGEMENT

Responsibilities

- Arrange good receive at right location in Warehouse Non Drug.
- Assisting Storekeeper in preparing good to be transferred to the requested department.
- Ensure the right description, size and quantity before deliver the requested good to the end user.
- Ensure all transferred item is well arrange at requested department.
- Physical Goods Issue and transfer delivery based on schedule.
- Take care and maintain cleanliness in warehouse non drug.
- Assisting Storekeeper in doing stock take activity in Warehouse Non Drug when required.
- Perform other duties/assignment as instructed by respective superior.
- To support CSM team working towards improving the customer experience and increasing customer loyalty and other ad hoc task assigned by the Management

Requirements

- Sijil Pelajaran Malaysia (SPM).
- Basic Computer skills (Microsoft Excel & Word).
- Interpersonal Relations & Customer Awareness.
- Personal work ethic & able to work as a team player.
- At least two (2) years of working experience in a hospital environment.

Closing Date

31st August 2021

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**