



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ASSISTANT PATIENT FINANCIAL SERVICES DEPARTMENT

Responsibilities

- Collect and update payment into system.
- Refund excess payment to patients.
- Generate end of the day closing of till and settlement reconciliation.
- Attend to any enquiries related to billing and payment.
- Assist in superior in any other ad hoc assignments as and when required.

Requirements

- At least SPM / Diploma / Fresh graduates in any discipline.
- Good financial acumen, meticulous with figures, self-motivated and have a proactive personality;
- Possess high sense of responsibility, integrity and commitment;
- Team player, cooperative with excellent customer service skills;
- Resourceful and able to analyze and produce statistical and basic accounts-related report.
- Good communication and interpersonal skills;
- Proficient in English and Bahasa Malaysia (oral and written);
- Knowledge of other languages is an added advantage.
- Proficient in Microsoft Office.

**Talent Acquisition Unit
Human Capital & Organizational Development
Institut Jantung Negara
145 Jalan Tun Razak
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Note: All unsuccessful applications shall not be retained in our database. Only SHORTLISTED candidates will be contacted.