



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **CONCIERGE CORPORATE COMMUNICATIONS DEPARTMENT**

### **Responsibilities**

- Provide the customer with a memorable experience.
- Project an approachable and professional image in personal appearance and manner.
- Acknowledge and greet all patients and guests with a high level of courtesy.
- Maintain consistent presence at work station.
- Be knowledgeable of local current attractions or events (special events and more).

### **Requirements**

- Sijil Pelajaran Malaysia (SPM) or Sijil Tinggi Persekolahan Malaysia (STPM).
- Computer knowledge is required.
- At least one (1) year working experience in customer services or hospitality industry.
- Able to communicate and write well in Bahasa Malaysia and English. **(Knowledge of other language will be an added advantage).**

### **Closing Date**

19<sup>th</sup> November 2018

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