



INSTITUT JANTUNG NEGARA
National Heart Institute

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

STORE AIDE PROCUREMENT & 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.
- Assisting Storekeeper in preparing/updating stock card.
- To perform barcoding tasks.
- 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

Requirements

- Sijil Pelajaran Malaysia (SPM)
- Good communication skills & able to work as a team player
- Experience in handling Pallet Truck
- Some exposure in warehouse management.

Closing Date

19th 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.**