



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **STOREKEEPER PHARMACY & SUPPLIES DEPARTMENT**

### **Responsibilities**

- Manage purchase orders and work together with Pharmacy Procurement team to monitor backorders.
- Assist the Pharmacy and Supplies Logistic Manager and Store Supervisor in the management of the Main Warehouse Drug.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Receive, unload, and shelve supplies and perform other stock-related duties including returning, packing, pricing, labeling and processing good receipt in the system.
- Deliver medications or consumables to patient care area and pharmacy inter units as scheduled or needed
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Responsible for guiding and supervising Pharmacy aide in carrying out their duties in the units
- Performs other duties as assigned by the Pharmacy Logistic Manager and Store Supervisor.

### **Requirements**

- Sijil Pelajaran Malaysia (SPM) or equivalent.
- Good communication skills to interact well with staff and patients/ customers
- General knowledge in practical and basic procedures in the Pharmacy Department and the organization
- Basic computer skills required for example to input patient details into HIS
- Experience in inventory management is preferred.
- Strong leadership and mentoring skills along with the ability to work independently and as a part of team.

**Closing Date**

10<sup>th</sup> June 2019

**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.**