



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **HOSPITAL AIDE (STORE) NURSING**

### **Responsibilities**

- Manage central store in doing inventory, indenting, packing, and arrangement of store items.
- To check physical item is tally upon receiving from PMMD staff.
- Arrange stock neatly and according to First In First Out (FIFO) system. Adhere to Infection Control and safety measures in arranging stocks.
- Ensure all stocks are utilized according to FIFO system and according to expiry date.
- To check physical stock is tally with the system. Update Nurse Manager in-charge if there is discrepancies in stock and prompt early in the event there is shortage of stock.
- Manage the cleanliness of the store.
- To replenish stock as and when required.
- To monitor the expiry date for slow moving items and update PMMD staff timely.
- Perform weekly inventory and participate in regular stock take as schedule by PMMD staff.
- Ensure all items used are being charged timely and accurately.
- To deliver stock to end user timely especially during emergency.
- To attend stock management training other training at his/ her workplace.
- Assist nurses to provide nursing care when required.

### **Requirements**

- Sijil Pelajaran Malaysia (SPM) or equivalent.
- Experience as Store Associate in a convenience store / retail store or as a storekeeper in handling inventory in a hospital environment will be an added advantage.
- Able to communicate in English and Bahasa Malaysia.
- Good in communication and interpersonal skill.
- Able to work on shift.

### **Closing Date**

28<sup>th</sup> August 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.**