



INSTITUT JANTUNG NEGARA
National Heart Institute

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

DIET CLERK DIETETICS & FOOD SERVICES DEPARTMENT

Responsibilities

- Perform clerical duties for Dietetics & Food Services department
- Manage patient appointments in Diet Consultation Clinics using the Hospital Information System for optimization of appointments schedule
- Manage the movement of patient medical records, files and documents at diet consultation clinics to ensure confidentiality and timely patient services.
- Responsible to open and close the Diet Consultation Clinics to ensure safety
- Facilitate the care of property in the Diet Consultation Clinics, Diet Counseling rooms in inpatient wards and Wellness Centre:
 - a) Maintenance of education materials
 - b) Maintain cleanliness and orderliness
- Assist in data collection and data entry for quality improvement activities
- Facilitate any other duties as assigned by superior

Requirements

- Minimum SPM
- Good communication skills
- Good typing and computer skills (Words, Excel)
- Able to write and speak well in Bahasa Malaysia and English
- Knowledge and experience in clerical work are an added advantage.

Closing Date

19th August 2019

**Talent Acquisition Unit
Human Capital & Organizational Development**

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200

    : [career@IJN](https://twitter.com/career@IJN)

**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**