



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ASSISTANT PROCUREMENT MANAGEMENT

Responsibilities

- Check and ensure all Purchase Requisition (PR) / Capital Expenditure Requisition (CER) forms are in order with all necessary supporting documents and verification and properly signed by the appropriate level of authority.
- Process Purchase Order (PO) and compile with Purchase Requisition (PR) form and all requests supporting documents for approval.
- Ensure doctors and technicians endorsed Delivery Order (DO) or invoices for any consignment Purchase Order (PO).
- Ensure the Delivery Order (DO) forms properly signed by the receiving personnel.
- Locate the appropriate Purchase Order (PO) and ensure the delivered goods are as per the ordered stated in the Purchase Order (PO).
- Ensure all goods arranged properly for easier delivery process to the respective user / requestor.

Requirements

- Diploma in Business Administration / Financial Management / Supply Chain Management.
- Good computer skills with experience using Windows-based programmes.
- Good written and verbal communication skills in Bahasa Melayu and English.
- Good work ethic and be able to work in a team
- Able to work under pressure with awareness of deadlines.
- At least two (2) years of work experiences in office administration and procurement.

Closing Date

02nd February 2021

**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.**