



INSTITUT JANTUNG NEGARA
National Heart Institute

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

STOREKEEPER (PERMANENT) PHARMACY & SUPPLIES

Responsibilities

- Inspect and receive pharmaceuticals and supplies purchased from vendors including its proper documents, recording and storage.
- Ensure all stocks are properly stocked following storage recommendations and are issued on a First Expired First out (FEFO) basis.
- Supply (Issue / Transfer) stocked pharmaceuticals to the various end-users promptly and in accordance to established schedules and procedures.
- Regularly conduct stock counts and inspect storage conditions to ensure correct physical stock counts and optimum storage conditions.
- Assist the Senior Pharmacy Technician / Store Supervisor to monitor the performance of store aides under his supervision.

Requirements

- Sijil Pelajaran Malaysia (SPM) or equivalent.
- At least one (1) year of work experience in a hospital store environment is preferable.
- Ability to identify wide range of common hospitals supplies.
- Possess general knowledge in practical & basic procedures in the Pharmacy Department & the organization.
- Basic computer skills required for data entry in Health Information system (HIS).
- Good communication skills (verbal & written).
- Ability to work well in a team with minimal supervision.

Closing Date

31st March 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.**