



INSTITUT JANTUNG NEGARA
National Heart Institute

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

SECRETARY (PERMANENT) CARDIOLOGY DEPARTMENT

Responsibilities

- Answer telephones calls, take messages, handle enquiries or transfer calls to appropriate individuals.
- Complete forms in accordance to company procedures.
- Locate & attach appropriate files to incoming correspondence requiring replies.
- Schedule & confirm appointment for clients, customers or superiors.
- Set up & maintain paper and electronic filing systems for records, correspondence and other material.
- Manage projects such as Clinical Pathway Data Entry.
- Operate office equipment such as fax machines, copiers and phone systems.
- Communicate via electronic mails & coordinate the flow of information both internally and with other organizations.

Requirements

- Possess Diploma in Secretarial Science / Office Management or equivalent.
- Good communication skills, interpersonal skills and a team player.
- Able to multi-task and work under pressure.
- Must be able to prioritize work, flexible and independent.
- Possess basic computer skills (Microsoft Office – Excel / Word / PowerPoint).
- Familiar with office organization and optimization techniques.

Closing Date

6th April 2021

**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.**