



INSTITUT JANTUNG NEGARA
National Heart Institute

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

CONCIERGE

CORPORATE COMMUNICATION

Responsibilities

- Interacts with patients to ensure that their needs are met and have a memorable experience.
- Flexible, patient and ready to serve and assist customers.
- Able to work well with the Customer Service Assistant and other hospital employees, and handle special events.
- Provide excellent customer service and attention to detail.
- Responsible to execute duties professionally and in a manner that reflects the company's reputation and hospitality towards guests.
- Play an essential function by ensuring that all guest's requests are attended efficiently and timely.
- Represent the company with integrity and dedication.

Requirements

- Possess Sijil Pelajaran Malaysia (SPM).
- Possess basic computer knowledge.
- Able to communicate well in Malay and English. (Knowledge of other languages is an added advantage).
- Strong interpersonal skills, able to get along well with others and good customer service skills.
- Experience in customer service is an added advantage.
- Experience in hospitality industry environment as an added advantage.

Closing Date

20th May 2021

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

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



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