



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ADMINISTRATIVE OFFICER

CUSTOMER EXPERIENCE DEPARTMENT (CED)

Responsibilities

- Greet and direct visitors, answer phone enquiries and handle complaint in courteous and efficient manner.
- Coordinate schedule, arrange meeting, distribute memos & reports and ensure everyone is updated with current necessary CED information.
- Ensure office supplies are well maintained including inventory checking and liaise with vendors to ensure adequate level of necessary supplies at all time.
- Handle day to day operational activities of CED.
- Prepare monthly report on CED performance to management.
- Assist in translating education material for staff, patient and public.

Requirements

- Possess Diploma in Any Field.
- Proficient in English and Malay (oral & written). Knowledge of other languages is an added advantage.
- Pleasant personality with good communication skills.
- Team player with good interpersonal skills.
- Must be able to maintain patient's privacy and confidentiality.
- Possess high sense of responsibility, integrity and commitment.
- Minimum three (3) years working experience.

Closing Date

30th June 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.**