



INSTITUT JANTUNG NEGARA
National Heart Institute

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

FRONT OFFICE ASSISTANT PRIVATE CLINIC & WELLNESS CENTRE PRIVATE HEALTHCARE

Responsibilities

- Assist in performing operation duties, attending patients' enquiries and needs in a friendly, courteous and efficient manner.
- Apply and support Customer Focus Culture in daily task while dealing with patients and among colleagues.
- Collect and record hospital charges and wellness payment in a timely manner.
- Ensure the Insurance Claim Form submitted on time.
- Perform any other duties or responsibilities assigned by the HOD as and when required.

Requirements

- Possess Sijil Pelajaran Malaysia (SPM) / Sijil Tinggi Pelajaran Malaysia (STPM).
- Proficient in oral and written skills for English and Malay. Knowledge of other languages is an added advantage.
- Pleasant personality with good communication skills.
- Able to handle stressful and difficult situations.
- Able to work in a team and multitasking.
- Able to respond to enquiries in a tactful and professional manner.

Closing Date

23rd June 2021

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

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    : [career@IJN](https://twitter.com/career@IJN)

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