



INSTITUT JANTUNG NEGARA
National Heart Institute

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

MATERIAL MANAGEMENT ASSISTANT MATERIAL MANAGEMENT DEPARTMENT

Responsibilities

- Regulate material cleansing activity in both Hospital Information system (HIS), TrakCare and SAP MM in perspective of inventory synchronization.
- Liaise and facilitate countermeasures regarding system troubleshooting such as interface errors with information system department with regards to inventory management.
- Manage and assist in medical consumables / products expiry through quarterly monitoring by generating report and data, facilitating product return from clinical end user and crosschecking for proper disposal and write-off (physical and system) following to respective and appropriate level of authority (LoA).
- Coordinate non-conformance product return from clinical end user and liaise with respective vendor / suppliers by reconciling complaint paper and ensure product replacement in accordance to submitted faulty reports.

Requirements

- Possess Diploma in Logistics / Supply Chain / Financial Management or equivalent
- Computer literate in Microsoft Office application (Word, Excel & PowerPoint).
- Proficient and knowledgeable in SAP Material Management (MM) Module, logistics functions and management of procurement activities of an organization.
- Competent in written and verbal communication (English and Malay).
- Able to multitask with awareness of deadlines.
- At least 2 to 5 years of working experience in logistics/supply chain and material management in healthcare settings.

Closing Date

23rd June 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.**