



INSTITUT JANTUNG NEGARA
National Heart Institute

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

CLERK

PHARMACY & SUPPLIES DEPARTMENT

Responsibilities

- To perform assigned duties in various units within the department including Outpatient Pharmacy, Inpatient Pharmacy and Main Warehouse
- To handle QMS counter and answer enquiries/supply requests from patients and internal customers
- To provide clerical support and administrative services in assigned units of the Pharmacy & Supplies department including producing reports or statistics from Microsoft Office; collecting and documenting data on Key Performance Indicators
- To handle Medication Home Delivery (MHD) recruitment, MHD-related enquiries from patients, follow-up with patients on payment and handling Logistics Partners in picking up MHD
- To assist in documentation of departmental statistics
- To participate in all departmental and organization-wide quality assurance activities
- To participate in inventory control and monitoring activities
- To participate in training and educational activities

Requirements

- Minimum Sijil Pelajaran Malaysia (SPM)
- Able to communicate effectively in Bahasa Malaysia and English, both written and verbal
- Preferably with 1 year of working experience in healthcare
- Computing/IT knowledge on Microsoft Office
- Team player with good interpersonal skills

Closing Date

12th August 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.**