



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

**HOSPITAL AIDE**  
**PRIVATE CLINIC & WELLNESS CENTRE**  
**PRIVATE HEALTHCARE**

**Responsibilities**

- Assist in outpatient clinic by managing clinic schedule and patients appointment.
- Act as chaperone, promote heart-screening packages, conducting pre-assessment and complete wellness report.
- Assist in providing nursing and clinical support services in the department.
- Assist in the infection control practices.
- Work closely and support the department work system, procedure and policies.
- Perform any other duties assigned or responsibilities assigned by the HOD as and when required.

**Requirements**

- Possess Sijil Pelajaran Malaysia (SPM) / Sijil Pelajaran tinggi Malaysia (STPM) or higher or equivalent qualification is an added advantage.
- Proficient in oral & written skills for English and Malay. Knowledge of other languages is an added advantage.
- Working experience as clinic assistant is an added advantage.
- Pleasant personality with good communication skills.
- Able to handle stressful and difficult situation.
- A team player, multitasking and high commitment.
- Possess a high sense of responsibility and integrity.

**Closing Date**

7<sup>th</sup> 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.**