



INSTITUT JANTUNG NEGARA
National Heart Institute

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

JUNIOR EXECUTIVE - TEMPORARY HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT

Responsibilities

- Assist in coordinating new staff induction programme.
- Assist in coordination of staff welfare.
- Assist in coordinating & preparing for documents prior & after the Domestic Inquiry.
- Assist in managing IJN childcare Centre – My Little Heartthrobs (MLH).

Requirements

- Possess Bachelor in Office System Management or equivalent qualification.
- Computer literate in Microsoft Office (Excel / Word / PowerPoint).
- Good interpersonal skills, communication skills (Oral & Written) and a team player.
- Fresh graduates are encourage to apply.

Closing Date

30th July 2021

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

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200

    : career@IJN

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