



INSTITUT JANTUNG NEGARA
National Heart Institute

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

JUNIOR EXECUTIVE

HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT

Responsibilities

- Responsible for the complete Attachment Program for internship & attachment Doctors.
- Responsible for talent pipeline in IJN including coordinating the selection recruitment & onboarding process with the respective HODs.
- Managing the employer branding activities e.g. social media daily post and engagement with the followers.
- Managing and monitoring validity of CPR Certificate for IJN Staff with CPR Faculty.
- Responsible in planning and implementing quality exercises related to HCOD within the division.
- Monitoring IJN staff confirmation.
- Administration duty – updating training records, filing, and other ad hoc tasks
- To support CSM team working towards improving the customer experience and increasing customer loyalty and other ad hoc task assigned by the Management.

Requirements

- Possess Bachelor in Human Resource Management or equivalent qualification.
- Computer literate in Microsoft Office (Excel / Word / PowerPoint).
- Fresh graduate in Human Resource or equivalent 2,3 years in Administrator

Closing Date

29th October 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.**