



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **PHARMACY AIDE PHARMACY & SUPPLIES DEPARTMENT**

### **Responsibilities**

- Assist in smooth running the daily operations in the department & maintain patient flow.
- Participates in receipt, storage and delivery of drugs as well as inventory management and assist in preparation & repacking medication.
- Manage the care and cleanliness of the work areas in the respective units.
- Support Pharmacy Technicians and Pharmacist in the medication supply process within the hospital and participate in training & educational activities.
- Participate in departmental & organizational-wide quality assurance activities.
- Perform administrative / non-clinical duties and other duties assigned by Senior Pharmacy II / Senior Pharmacist / Store Supervisor.

### **Requirements**

- Possess Sijil Pelajaran Malaysia (SPM) or equivalent.
- Pleasant personality with good communication skills (verbal & written).
- Possess knowledge in practical & basic procedures in the Pharmacy Department & the organization.
- Basic computer skills are required (data entry in computer system).
- Experience is not necessary. Training will be provided.

### **Closing Date**

7<sup>th</sup> June 2022

**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.**