



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ASSISTANT MANAGER HOUSEKEEPING DEPARTMENT

Responsibilities

- Assist in ensuring building cleansing services are carried out in accordance to the contract & job specifications.
- Assist in ensuring linen & laundry services are carried out in accordance to the contract services.
- Assist in ensuring daily wards & C.S.S.D linen supplies are adequate.
- Ensure disposal of schedule & general waste are carried out as per schedule.
- Ensure supplies of staff uniform & shoes to eligible staff according to the entitlement.
- Ensure all housekeeping staffs carried out their duties as per policy & procedures.
- Ensure all chemical used in IJN comply to statutory requirement.

Requirements

- Bachelor or Diploma in Hospitality Management or Business Administration with minimum 5 years' experience in hospital or hotel housekeeping.
- Computer literate.
- Leadership skills.
- Analytical thinking and self-motivated.
- Good oral and written communication skills.

Closing Date

6th June 2022

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

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

    : [career@IJN](https://twitter.com/career@IJN)

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