



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **SECRETARY PAEDIATRIC & CONGENITAL HEART CENTRE (PCHC)**

### **Responsibilities**

- Typing and filing all the correspondence letters (administrative matters and patients) – reply letters, referral letters, medical report, research papers etc.
- Assisting doctors in preparing their presentations – slides, scanning, etc.
- Plan and manage travel requirements – transportation, travel documentation, flight scheduling, reservation, procurement of air tickets in the most effective and timely manner.
- Handling incoming and outgoing phones calls.
- Assisting doctors in preparing their on-call roster, posting and claim allowances.
- Collecting data for department as per assigned.
- Assist in department initiatives / project / activities.
- Organizing files, preparing documents, managing office supply inventory and scheduling appointments.
- Involve in all unit process improvement activities and quality initiative as directed by department.
- Adherence to Infection Control measures as per protocol.
- To perform correct transaction for patient medical record in system.

### **Requirements**

- Diploma in Secretarial Science / Office Management or its equivalent.
- Proficient both in writing and conversing in Bahasa Malaysia and English.
- Good communication and inter-personal skills.
- Knowledgeable in computing, power point, excel, word.

### **Closing Date**

11<sup>th</sup> August 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.**