



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## FRONT OFFICE ASSISTANT OBSERVATION & EMERGENCY DEPARTMENT

### Responsibilities

- Responsible for registration and admission of patients.
- Responsible for patient financial charges upon admission / discharge.
- Responsible for discharge of patients.
- Administrative duties.
- Other specified duties as instructed by Head of Department.

### Requirements

- Sijil Pelajaran Malaysia (SPM) / Sijil Tinggi Pendidikan Malaysia (STPM) or Diploma in any related field is an advantage.
- Able to communicate effectively in Bahasa Malaysia and English, both written and verbal.
- Good in computer skills and clerical work.

### Closing Date

27<sup>th</sup> September 2022

### Talent Acquisition Unit

Human Capital & Organizational Development

✉: [career@ijn.com.my](mailto:career@ijn.com.my) 🌐: [www.ijn.com.my](http://www.ijn.com.my) ☎: 03-2617 8200

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

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