



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **CLERK PHARMACY & SUPPLIES DEPARTMENT**

### **Responsibilities**

- To perform assigned duties in various units within the department including Outpatient Pharmacy and Inpatient Pharmacy
- Handling QMS counter and answer enquiries/supply requests from patients and internal customers
- To provide clerical support and administrative services in assigned units of the Pharmacy & Supplies department including producing reports or statistics, collecting and documenting data on Key Performance Indicators
- To handle Medication Home Delivery (MHD) recruitment, MHD-related enquiries from patients, follow-up with patients on payment and liaising with Logistics Partners
- To assist in documentation of departmental statistics
- To participate in all departmental and organization-wide quality assurance activities
- To participate in inventory control and monitoring activities
- To participate in training and educational activities

### **Requirements**

- Minimum Sijil Pelajaran Malaysia (SPM)
- Able to communicate effectively in Bahasa Malaysia and English, both written and verbal
- Preferably with 1 year of working experience in healthcare
- Computing/IT knowledge in Microsoft Office
- Team player with good interpersonal skills

### **Closing Date**

23<sup>rd</sup> November 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



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