



INSTITUT JANTUNG NEGARA
National Heart Institute

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

PHARMACY TECHNICIAN PHARMACY & SUPPLIES DEPARTMENT

Responsibilities

To support and provide pharmaceutical services in the Inpatient and Outpatient units.

- Transcribe and verify medication orders in the hospital information system.
- Prepare and supply medication for floor stocks, inpatients and outpatients.
- Dispense medications for outpatients.
- Support value added services for filling prescriptions such as Medicine Home Delivery, Drive Thru and Medicine Lockers.
- Maintain efficient stock control (repacking, daily stock checks and stock counts).
- Administrative duties include attending to phone calls to resolve internal and external customers' needs, documentation and filing pertaining to duties.
- Involved in Standby/Saturday/Sunday/Public Holiday/Night shift on rotational scheduled basis.
- Communicate and hand over all queries and messages before end of each shift.
- Maintain safe working practices and adhere to clinical risk management and hospital governance policies and recommendations including the reporting of incidences, near misses and adverse drug reactions.

Requirements

- Diploma in Pharmacy.
- At least one year of hospital pharmacy experience is preferable.
- Working knowledge of a pharmacy inventory system and other procedures related to drug supply.
- Basic computer skills.
- Able to communicate effectively in Bahasa Malaysia and English, both written and verbal.
- Ability to follow technical oral and written instructions with accuracy and to be self-motivated.
- Team player with good interpersonal and communication skills.

Closing Date

23rd November 2022

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

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



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