



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ADMINISTRATIVE ASSISTANT MATERIAL MANAGEMENT DEPARTMENT

Responsibilities

- To assist the Head of Department (HOD) in compiling and organizing relevant documents and reports for the submission to the Management in order to keep them updated on the current progress.
- To handle phone calls and scheduling of meeting arrangement for the HOD in order to ensure proper management of time and work schedule.
- To take care of the daily general office work and duties such as faxing, photocopying and proper filling of any correspondence and other relevant documents in order for the department to operate effectively and efficiently.
- To provide administrative and clerical support for the department in terms of correspondence, staff attendance, appointments, meeting schedules and events.
- To coordinate data collection of department Key Performance Indicators (KPI) and to prepare any required presentation for management meetings.
- To manage internal and external customer queries and ensure queries are directed to relevant department or personnel in order to achieve customer service satisfaction.
- To maintain and update departmental personal record to ensure all crucial information are captured and kept.
- To ensure all department claims, mileage, petty cash, staff overtime claims, staff overtime planning, medical certificates (MC) are submitted within the timeline stipulated to HCOD.
- To cross check and identify Purchase Order (PO) for all goods delivered to warehouse before Goods Receipt Note (GRN) is done in the system.
- To ensure all Delivery Order (DO) are properly signed and acknowledged during goods receiving for record tracking and auditing purposes.
- To do three-way matching (PO, GRN and supplier invoice) for submission to Finance Department for payment processing.
- To work within the team to ensure that all other regular tasks are covered.
- To carry out any other relevant duties as per requested by the immediate supervisor and hoc task assigned by the Management.

Requirements

- Minimum Sijil Pelajaran Malaysia (SPM) or Sijil Tinggi Persekolahan Malaysia (STPM) qualification or Diploma in Office Administration or equivalent.
- Good computer skills with experience using Microsoft Office Applications.
- Good written and verbal communication skills in English and Bahasa Malaysia.
- Effective work relationship.
- Able to handle multiple tasks with awareness of deadlines.

Closing Date

3rd February 2023

Talent Acquisition Unit
Human Capital & Organizational Development

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

    : career@IJN

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