



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ADMIN OFFICER

INFORMATION SYSTEM TRANSFORMATION MANAGEMENT OFFICE

Responsibilities

- Admin Officer for Information System Transformation Management Office department.
- Coordinate meetings, training, knowledge sharing and other events related to department and project.
- Prepare the data and document required for department.
- Assist Head of Department and Information System Project Manager's tasks.
- Assist department on project administrative works.
- Assist in preparing data and document required for project.
- Prepare and monitor department budget.

Requirements

- Diploma in Office Management / Administration or equivalent.
- Work independently with minimum of supervision.
- Strong client-facing and teamwork skill.
- Coordinate a variety of activities and projects.
- Good organizational skill and multitasking.
- Good in team management.
- Good in time management skills.
- Has analytical skill and problem-solving skills.
- Writing and presentation skill.
- Skill in Microsoft Office (MS word, excel, and PowerPoint).
- IT literate.

Closing Date

23rd March 2023

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

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    : career@IJN

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