



INSTITUT JANTUNG NEGARA
National Heart Institute

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

CLERK

FACILITIES MANAGEMENT DEPARTMENT

Responsibilities

- To collect, register and generate work orders all defects at Phase 1 new building through maintenance management system (Hardcat).
- To ensure proper filling of work orders for easy record tracking.
- To receive verbal and written complaint from users.
- To carry out any other clerical works necessary for the department.

Requirements

- Sijil Pelajaran Malaysia (SPM)/ Sijil Tinggi Pendidikan Malaysia (STPM) or Diploma in any relevant field is an advantage
- Proficient in English and Bahasa Malaysia (oral and written).
- Good in computer skill and clerical work
- Pro-active, independent and able to work with minimal supervision
- Pleasant personality with good communication skills.
- Ability to work in team and multitask.

Closing Date

19th September 2023

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

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

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