



INSTITUT JANTUNG NEGARA
National Heart Institute

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

CONCIERGE

CORPORATE COMMUNICATIONS DEPARTMENT

Responsibilities

- Able to interact with patients to fulfil their needs and ensure a memorable experience throughout the hospital journey.
- Ensure the office, customer area and personal appearance are presentable, clean, orderly and professional outlook at all times.
- Flexible, patient and ready to serve or assist guest.
- Able to work with the Customer Service Assistant and other hospital employees, store valuables and handle special events.
- Responsible to execute duties professionally and in a manner that reflects the company's reputation and hospitality towards guests.
- Play an essential function by ensuring that all guest's requests are attended efficiently and timely.

Requirements

- Sijil Pelajaran Malaysia (SPM)/ Sijil Tinggi Pendidikan Malaysia (STPM) or Freshgraduate Diploma are encouraged to apply
- Possess basic computer knowledge.
- Able to communicate well in Malay and English. (Knowledge of other languages is an added advantage).
- Strong interpersonal skills, able to get along well with others and good customer service skills.
- Experience in customer service is an added advantage.
- Experience in hospitality industry environment as an added advantage.

Closing Date

19th September 2023

Talent Acquisition Unit

Human Capital & Organizational Development

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