

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

EXECUTIVE

ORGANIZATION, METHOD & PROCESS IMPROVEMENT DEPARTMENT

Responsibilities

- To assist in evaluating facilitating and coordinating systematic examination of IJN's current procedures and methods to ensure high-level of operation efficiency.
- To assist in documenting all processes, policies, procedures and methods.
- To ensure that each task complies with the PDPA Policy.
- To assist the Senior Manager in collecting, managing and analyzing corporate and clinical data from the Data Warehouse, for the General Manager to report to the Management.
- To support the Senior Manager's team in working towards improving the customer experience, patients' journey and increasing customer loyalty and other ad hoc task assigned as directed by the Senior Manager and the Management.
- To assist the Senior Manager in identifying the processes that are wasteful in terms of time or materials, or that could be made more efficient by introducing new systems or equipment.
- To assist the Senior Manager in reviewing the objectives, strategies and plans that aims to achieve customers' satisfaction and efficient use of the organizations' resources.

Requirements

- Degree in information Management or any related qualifications or any related certification.
- 3-5 years in Method, Process Improvement, Standard Operating Procedure, Development of Policy and Procedure, Good in Data Analysis; Excellent in Computer Application usage.
- Literacy in Information Technology and Information Management Programming.
- Management & administration knowledge.
- Good Communication Skills.

Closing Date

3rd October 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.**