



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

**EXECUTIVE**  
*MATERIAL MANAGEMENT DEPARTMENT*

**Responsibilities**

- Execute and control the daily operations of warehouse non-drug in order to ensure smooth running of internal materials distribution.
- Monitor and check all transaction and locations in the inventory system are well maintained and updated for the data accuracy and efficiency.
- Assist in the development, implementation and establishment of the logistic services, inventory storage, cycle count, stock count and reconciliation in warehouse non-drug to support the department needs.
- Produce and provide receiving, storing, picking, delivering and other data. Information and statistics related to logistic services for reporting and analysis.
- Establish and ensure the efficiency and timely picking and delivering from warehouse non-drug to internal user based on the delivery schedule.
- Coach, supervise, and, motivate the subordinate in order to meet and deliver the capability of work effectively.
- Monitor and ensure the cleanliness, housekeeping activities and security of the warehouse non-drug are in order to ensure a conducive and safe working environment.

**Requirements**

- Bachelor Degree in Business Management / Accounting or Diploma with equivalent working experience.
- Minimum 5-7 years in operation of materials management responsibility.
- Strong computer skills especially Windows-based PC Programme.
- Excellent written and verbal communicating skills.
- Ability to handle multiple tasks with awareness of deadlines.

**Closing Date**

9<sup>th</sup> February 2024

**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.**