



INSTITUT JANTUNG NEGARA
National Heart Institute

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

PHARMACY AIDE
PHARMACY & SUPPLIES DEPARTMENT

Responsibilities

- Assist in the smooth running of daily operations in various units of the department
- Participate in receipt, storage and delivery of drugs as well as inventory management
- Assist in preparation & repacking of medication
- Manage the care and cleanliness of the work areas in the respective units
- Support the Pharmacy Technicians and Pharmacists in the medication supply process within the hospital
- Participate in training & educational activities as well as departmental & organizational-wide quality assurance activities
- Perform administrative / non-clinical duties and other duties assigned by Senior Pharmacist / Senior Pharmacy Technician II / Store Supervisor

Requirements

- Possess Sijil Pelajaran Malaysia (SPM) or equivalent
- Pleasant personality with good communication skills (verbal & written)
- Possess general awareness in basic & practical processes in the pharmacy department & the hospital environment
- Basic computer skills are required (for data entry into Hospital Information System)
- Experience is not necessary as training will be provided

Closing Date

6th 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.**