

JOB VACANCIES

An NGO that operates 24 dialysis centres that provide care to 1330 patients nationwide, with over 350 staff is now seeking a committed and service-oriented person to fill the following position:

1. REGISTERED STAFF NURSE/MEDICAL ASSISTANT

Responsibilities:-

- To provide high standard of nursing care to all renal patients

Requirements:-

- SRN Certificate/MA board
- 5 years nursing experience
- Must be prepared to work on shift
- Experience in haemodialysis will be an added advantage

2. ADMIN ASSISTANT - BASED AT NORTHERN BRANCH & CENTRE (Kg. Pandan, KL)

Responsibilities:-

- Responsible in ensuring incoming calls are answered courteously and promptly
- Responsible for general office administration
- Ensure all documentations are properly filed
- To liaise with other departments on operations documentations

Requirements:-

- Candidate must possess at least a SPM
- At least 1 years of working experience in the related field is required for this position
- Preferably Non-Executives specializing in Clerical/Administrative Support or equivalent

3. PROJECT ASSISTANT (BASED AT HQ)

Responsibilities:-

- Assist in handling donor's enquiry, feedback and complain
- To liaise and manage donor's cancellation and changes
- To assist in DDDP retention
- To assist in preparation of quarterly newsletter & ensuring SHARE newsletter are delivered on time to donors
- To make sure that the DDDP Database is updated and organized
- To attend to any other tasks which may be assigned from time to time

Requirements:-

- Candidates must possess STPM/Diploma
- Proactive, multi tasking, willing to learn and able to work independently under minimum supervision
- Good command of spoken and written English language and Bahasa Malaysia
- Good communication & interpersonal skills with pleasant personality
- Able to use Microsoft Office tools

4. PUBLIC EDUCATION EXECUTIVE (BASED AT HQ)**Responsibilities:-**

- To market public education outreach program to corporate organization, teaching institutions and NGOs
- To coordinate and organize educational activities such as health screenings and health exhibitions
- To provide counseling and to present health talks

Requirements:-

- Candidate must possess at least a Bachelor's Degree in Nursing or Health Science or equivalent
- Good planning and organizing skills and able to work independently
- Good command of English and Bahasa Malaysia

5. IT EXECUTIVE (BASED AT HQ)**Responsibilities:**

- To provide first level support to all NKF centre's
- To support the PCs, servers, network printers and network (LAN WAN)
- To troubleshooting in software and hardware issue and assist in maintenance of website

Requirements:

- Candidate must possess at least a Diploma/ Degree in IT/Computer Science or equivalent
- At least 4 year(s) of working experience in the related field is required for this position
- Troubleshooting skills in Microsoft Windows, Office, SQL-Server, PHP and MYSQL
- Must have own transport
- Full-Time positions available

6. MEDICAL PROGRAM EXECUTIVE (BASED AT HQ)

Responsibilities:

- To assist in the effective and efficient operations of the Medical Department by providing administrative and secretarial assistance and support to the Head of the Medical Department.

Requirements:

- Candidate must possess a Degree in Business Studies/Administration/Management, Secretarial or equivalent.
- Fluent in English and Bahasa Malaysia.
- Computer Literate esp. in Microsoft Office Application.
- At least 5 year(s) of working experience.
- Excellent interpersonal and communication skills.
- A vibrant personality with a "can do" attitude.
- Able to work under pressure, meticulous and able to handle multi functional task with minimum supervision.
- Able to complete assignment effectively and efficiently within a limited time frame.

Interested applicants should apply with detailed CV and photograph, stating present salary plus benefits, and expected remuneration.

Please email to recruitment@nkf.org.my to submit your application.

National Kidney Foundation of Malaysia

HR Department

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