

**CLINICAL INVESTIGATION CENTRE (CIC)
University Malaya Medical Centre
Kuala Lumpur**

CIC is a department under UMMC which coordinates and handles the operations of the clinical trials which are conducted in UMMC. UMMC is a well established 1000 bedded referral and teaching hospital in Malaysia.

OPERATION ASSISTANT

Responsibilities:

- Able to promptly undertake the duty of collecting and delivering letters/ documents related to the department.
- Help and assist in the process of photocopying and filing of documents/ papers/ etc
- To help to carry, arrange and sort of the things and the equipments in the office store.
- To help to arrange the meeting room (including the setting up of equipments required for the meeting) before and after the meeting.
- To bring the equipments required for photography sessions and to ensure the safety of the equipments.
- To ensure the cleanliness and tidiness of the office at all times.
- To drive the department's vehicle anytime as requested by the Head of Department of CIC.

Qualifications:

- Malaysian Citizen;
- 18 years old and above on the day this advertisement is closed;
- A minimum SPM qualification
- Posses a valid Driving Licence Class B2/B/D/E2/E1/E issued by the Department of Road Transport Malaysia
- Able to drive, manage and maintain the department's vehicle.
- Able to read, write and communicate reasonably well in Bahasa Malaysia and English.
- Able to work out of office hours (as and when required)

Additional Qualifications

- Obtained the Sijil kemahiran Malaysia (SKM) majoring in Network Computer Technology.

Interested candidates are encouraged and welcomed to send in your application along with your latest and updated resume latest by the 15th of March 2018, 5p.m to the following address:

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