

**AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER  
HUMAN RESOURCES DEPARTMENT**

**July 20, 2010**

**TO : Deans, Directors, Heads of Academic and Administrative Departments**  
**FROM : Human Resources Department - AUBMC**  
**SUBJECT : VACANCY IN THE DIAGNOSTIC RADIOLOGY DEPARTMENT -  
MAMMOGRAPHY**

**The Diagnostic Radiology Department - Mammography has an opening for the position of Receptionist in grade 05 at a salary of LBP 813,957.- per month. Since this provides an opportunity for PROMOTION from within, kindly circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply.**

**I. Basic Functions:**

Perform a variety of receptionist and clerical duties in radiology department. Receive patients, collect required information, enter data into the computer, and fill in special forms. Collect X-ray films, place films in envelope files, retrieve files for radiologist's usage and maintain X-ray envelope files for all patients.

**II. Minimum Requirements:**

- a. Bacc II Degree.
- b. 1 to 2 years of experience in a similar position is preferred.
- c. Strong communication and organizational skills.
- d. Strong command of Arabic and English (IET score  $\geq$  500 is preferable); French is an asset.
- e. Computer proficiency in commonly used software packages (Microsoft Office).

**Interested applicants are invited to fill the online application with their CVs attached prior to August 3, 2010 on the following link: <http://www.aubmc.org.lb/hrempl/>**

**For Internal Applicants: In addition to the updated C.V., a letter of intent should be addressed to the Human Resources Department with a copy to the concerned Supervisor(s).**

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.



**Dania Baba Wazzan, PhD  
Director, Human Resources Department**

