

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

January 16, 2012

TO : Deans, Directors, Heads of Academic and Administrative Departments
FROM : Human Resources Department - AUBMC
SUBJECT : VACANCY IN THE HOSPITAL PHARMACY

The Hospital Pharmacy has an opening for the position of Pharmacist in grade 12 at a salary of LBP 1,700,000.- 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 pharmaceutical duties in the Hospital Pharmacy. Includes reviewing orders, dispensing, compounding, manufacturing, controlling labeling and prepackaging, maintaining drug journal, providing consultations regarding adverse drug reactions and poisoning, participating in the annual inventory count, operating the pharmacy computer terminal and PC, and inspecting pharmaceuticals in nursing units.

II. Minimum Requirements:

- a. BS Degree in Pharmacy.
- b. License to practice pharmacy from the Ministry of Public Health and member of Order of Pharmacists.
- c. One year experience in Hospital Pharmacy or Pharm D.
- d. Ability to work on shift basis duty (Day/Evening/Night) and during weekends and holidays.
- e. Strong Command of Arabic and English (IET \geq 500 is preferable).
- f. Computer proficiency in commonly used software packages (Microsoft Office).

Interested applicants are invited to fill the online application with their CVs attached prior to January 30, 2012 on the following link: <http://www.aubmc.org.lb/hremp/>

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.



**Roudaina Haddad Hachem
Human Resources Manager**