

**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 Assistant Technician 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 pharmacy related duties. Assist Pharmacists in a variety of duties including: preparing prescriptions, dispensing, receiving and counting stocks, and unit dose packaging.

II. Minimum Requirements:

- a. Bacc II Degree.
- b. 2 years of related experience in a similar position is preferred.
- c. Knowledge of medical terminology and trade name drugs is highly desirable.
- d. Ability to work on shift basis duty (Day/Evening) and during weekends and holidays.
- e. Strong Command of Arabic and English (IET \geq 500 is preferable).
- f. Proficient in the use of Microsoft applications as well as other needed software and databases.

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**