

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

February 25, 2010

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

The Nursing Service Department has an opening for the position of Floor Clerk 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:

Attend nursing station and provide clerical and reception support to clinical staff to ensure the efficient management of a unit. Demonstrate good organizational and interpersonal skills. Accountable for charging patients accurately. Coordinate with other departments at the medical center to ensure the smooth and proper functioning of the unit.

II. Minimum Requirements:

- a. Bacc II Degree.
- b. Clerical work experience in a hospital environment is preferred.
- c. Ability to work on shift rotation basis.
- d. Good organizational and interpersonal skills.
- e. Strong command of Arabic and English (IET score \geq 500 is preferable); French is an asset.
- 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 March 11, 2010 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.



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