

**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**