

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

February 24, 2011

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

Re-advertised

The Plant Engineering Department has an opening for the position of Administrative Assistant in grade 11 at a salary of LBP 1,105,107.- 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:

Provide administrative support to the department. This support requires a thorough understanding of the hospital and departmental practices and policies. Prepare and update a variety of financial, workload, inventory and personnel management indicators and statistical reports; process routine personnel affairs and purchasing requisitions among other administrative duties. Organize and monitor extensive confidential activities pertaining to the management of the department.

II. Minimum Requirements:

- a. Bachelor's Degree with 5 years of related office experience.
- b. Excellent interpersonal and organization skills.
- c. Strong command of Arabic and English (IET score \geq 500 is preferable); French is an asset.
- d. 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 10, 2011 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.



**Linda Laham
Acting Director for Human Resources**