

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

July 23, 2010

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

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 ≥ 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 **August 6, 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**