

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

January 27, 2010

TO : Deans, Directors, Heads of Academic and Administrative Departments
FROM : Human Resources Department - AUBMC
SUBJECT : VACANCY IN THE PRIVATE CLINICS - ADMINISTRATION

The Private Clinics - Administration has an opening for the position of Clinic Assistant in grade 06 at a salary of LBP 854,427.- 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:

Carry out receptionist duties at the Private Clinics. Schedule appointments, receive patients and ensure delivery of complete medical records to attending physicians. Handle high volume of patients and attending.

II. Minimum Requirements:

- a. Bacc II Degree.
- b. Working experience in a clinical setting is preferred.
- c. Good organization, communication and interpersonal skills.
- d. Strong command of Arabic and English (IET score \geq 500 is preferable); French is an asset.
- e. Computer proficiency in commonly used software packages (Microsoft Office).

Interested applicants are invited to fill the online application with their CVs attached prior to February 10, 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

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