

**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 AUBMC ACCREDITATION OFFICE

The AUBMC Accreditation Office has an opening for the position of Administrative Assistant (Accreditation) 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 assistance and support to the Accreditation Office, Risk Manager, Accreditation Survey Coordinator and various Task Force Groups to ensure a smooth workflow. Perform a variety of duties including research, preparing reports, tables, minutes, proposals, correspondences and memos as requested. Maintain the supplies for the department and prepare various requests including coordinating for equipment malfunctioning. Write, edit, index, or revise a variety of administrative and technical, user documentation such as bylaws, policies and procedures, articles, reports, brochures, and/or manuals for a wide range of uses.


II. Minimum Requirements:

- a. Bachelor's degree.
- b. 5 years of related office experience.
- c. Strong Command of Arabic and English (IET \geq 500 is preferable).
- d. Strong communication and organizational skills.
- e. Computer proficiency in commonly used software packages (Microsoft Office). Familiarity with HTML and JAVA is highly desirable.
- f. Ability to type at a rate of 50 wpm.

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