

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-215-2022
Company Name	The Children's Cancer Center of Lebanon
Industry	NGO
Vacancy	Patients' Relations Officer
Number of vacancies for that position	1
Job Type(FT, PT, Contractual, Seasonal)	FT
Major(s)	Accounting, finance, business administration or nursing
Degree	Bachelor's degree
Years of Experience	Minimum 2 years of experience
Location	Beirut, Hamra
Remuneration & Benefits	Salary + insurance + incentives
Currency (LBP, Dollar, Lollar)	To be shared upon selection
Tasks& Responsibilities	<p><b>Skills needed:</b></p> <ul style="list-style-type: none"> <li>• <b>Good knowledge in:</b> <ul style="list-style-type: none"> <li>○ MS office; Microsoft word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook...</li> <li>○ Reporting and budgeting</li> </ul> </li> </ul> <p><b>Nursing background is a plus</b></p>