

Position: Receptionist/Operator

Department: General Services

Tasks & Duties

- Receiving and dispatching mails
- Coordinating service requests for taxi, hair dresser, etc...
- Operating the hospital's main switchboard through answering and transferring telephone calls, paging and dialing phone numbers based on employees needs
- Operating the public address system (as per related policy) and calling out pagers upon request
- Providing hospital information to patients, visitors and callers
- Greeting and screening incoming patients / visitors in a professional manner and promptly notifying appropriate persons of their arrival
- Maintaining neatness of front desk working area in the lobby
- Maintaining a high standard of personal appearance and hygiene
- Communicating effectively and professionally with patients, visitors, callers and colleagues

Job Qualifications and Requirements

- **Preferably male**
- Fresh or minimum one (1) year of experience in a hotel/hospital reception or any related field
- Strong ability to work under stress, manage time effectively, act proactively and demonstrates dynamism
- Effective verbal and written communication skills
- Knowledge of Arabic and English languages (spoken and written) French is a plus
- To be presentable

For more information, kindly call 01-682666, Ext: 7203 – Mobile 71-539000 or apply on recruitment@bmc.com.lb