

## **Billing Operator – Lebanese Hospital Geitaoui**

*One of the first hospitals in Lebanon*

Major: degree in Business Administration, Accounting, or any related field

Experience: 0 – 2 years of experience in accounting field

Major Responsibilities:

- Ensure proper patient reception and compliance with professional ethics and hospital discipline
- Perform data processing and entry
- Transcribe reports and deliver results
- Handle patient billing externally and internally

Additional Requirements:

- Proficiency in accounting software and computer tools.
- Arabic and French. English is a plus.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb);  
Ext. 7801; 7802