

Dental Clinic Assistant

Dental Clinic in Amioun El Koura

Contract Type: Part-time

Major: degree in Business Administration, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Greet and assist patients warmly during appointments
- Manage the appointment calendar and coordinate scheduling
- Maintain accurate patient records and documentation
- Supervise clinic instruments, sterilization, and stock control
- Assist the dentist during procedures when needed
- Create engaging posts and announcements for our social media platforms
- Respond to messages and inquiries across channels

Additional Requirements:

- Basic social media knowledge (Instagram, Facebook)
- Communication skills in Arabic and English (French is a bonus)
- Computer literacy (Microsoft Office, clinic software)

How to Apply:

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