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; Ext. 7801; 7802