Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Receptionist

Contract type: Special Service Agreement

Duty Station: Syria RD-Adra Albalad

Number of Vacancies: 1

Application Closing Date : November 10 , 2026, 4:00PM.

JOB SUMMARY :

The Receptionist serves as the first point of contact for patients and visitors, providing professional and courteous support while ensuring smooth front-desk operations. The role is responsible for patient registration, appointment management, record-keeping, patient flow, and routine administrative support, while maintaining confidentiality and contributing to the efficient delivery of PHC services

MAIN TASKS AND RESPONSIBILITIES

- Receive and assist patients and visitors in a courteous and professional manner.
- Register new and returning patients and verify demographic and contact information.
- Schedule, confirm, reschedule, and cancel patient appointments.
- Provide patients with information about clinic services, operating hours, procedures, and appointments
- Maintain accurate and confidential patient records in accordance with PHC policies.
- Direct patients to the appropriate healthcare provider, department, or service.
- Coordinate patient flow and help minimize waiting times.
- Support healthcare and administrative staff with routine clerical duties.
- Support patient registration, documentation, referrals and filing when needed.
- Handle patient records, data management, and daily reporting as required.
- Contribute to monitoring supplies, maintaining inventory records, and other administrative and operational tasks as needed.
- Perform other administrative duties as assigned..

MINIMUM QUALIFICATIONS

- Minimum high school diploma; an Intermediate Institute qualification is preferred.
- Minimum of one to two years of experience required, preferably in an NGO
- . Ability to exercise sound judgment, to make decisions independently and to motivate local staff effectively.
- Intermediate computer skills.
- Extremely flexible and can cope with stressful situations and deal with beneficiaries.
- Able to work under pressure and within a team.
- Must be able to take on other responsibilities from time to time to cover for other team members.

- **Ethical Conduct at International Medical Corps:**

  As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

  International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

  As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

- **About us:**

  Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.
  International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

To apply for this vacancy please click on the following link and fill in the required information:

Rural Damascus-Adra Albalad :

https://enketo.ona.io/x/mlytIGJZ