

فۆرمى تۆمارکردنى كۆمپانىيا

COMPANY INFO

زانىارى كۆمپانىيا

NAME ناور CMC Private Hospital

PHONE تەلەفونن ژمارە

EMAIL ئىمەيل

07501840005

cmc_private_hospital@dr.com

ADDRESS ناونىشان
Erbil –Koya Road

CONTACT PERSON كەسى پەيوەندىدار

Kurdo Dartash

Please provide a brief description of the job:

letter writing;
dealing with telephone and
email enquiries;
creating and maintaining
filing systems;
scheduling and attending
meetings, creating agendas
and taking minutes -
shorthand may be required;
keeping diaries and arranging
appointments;

What are the main responsibilities/tasks?
Coordinate Meetings/Visits / Annual Activities.
Mail room: Dispatch/Receipt.
Housekeeping/Horticulture/Pest Control
Awareness of CMC policies

JOB DESCRIPTION

وہسفى كارەكە

TASKS AND

RESPONSIBILITIES

تەرك و بەرپەسارىتى

NUMBER

OF INTERNS

ژمارەى رايەتزاوان

How many interns can your company accommodate?

Only One

MAJOR AND

EDUCATION

پەسپۆرى و بوارى

پەروەردە

What major(s) can apply?

Management and Administration

PAYMENT

هاوکارى دارابى

Are you willing to pay the interns?



YES! How much? _____



NO