



MUSLIM SOCIAL SERVICES of KITCHENER-WATERLOO

Job Title: Office Administrative Assistant

Responsibilities:

- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments
- Manages correspondence by answering emails and sorting mail
- Assists in planning and arranging events, including organizing catering
- Handles expenses and billing cycles
- Manages reception area and looks after visitors
- Answers phone calls and transfers them as necessary Drafts, formats, and prints relevant documents
- Maintains stock lists and orders office supplies as needed
- Manages staff expense requests
- Interacts with directors and carries out their requests Creates agendas and takes meeting notes
- Assists in purchase orders and invoicing
- Maintains accurate records for employee holiday requests
- Manages outgoing post and records data on special deliveries
- Photocopies and files appropriate documents as needed
- Attends workshops and conferences when requested

Requirements:

- Post-secondary student (Community College, University, Technical Institute): must be returning to school full time in Fall 2022.
- The ideal candidate will be self-motivated and capable of working responsibly and independently.
- Relevant fields of study include but are not limited to: English, marketing, speech communications, urban planning, interdisciplinary studies, sociology, social work, social development studies, and psychology.
- Strong written and verbal communication skills.
- Background in graphic design, Wix, social media communication an asset.

Priority will be given to students with disabilities, newcomers to Canada or members of a visible minority.

And they feed, for love of God, the indigent, the orphan and the captives. [Qur'an 76:8]

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To apply: Email a cover letter and resumé to duaa.Al-Aghar@muslimsocialserviceskw.org by **June 15^h 2022** Please state the position for which you are applying in the subject line of your email.