

Masjid Administrative Assistant Position

Primary Responsibilities

Perform general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing. Coordinate and maintain records for staff office space, phones, company credit cards and office keys. Create and modify various documents using Microsoft Office.

Additional Responsibilities

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book and organize travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Take dictation
- Research and create presentations
- Generate reports upon request
- Handle multiple projects
- Prepare and monitor invoices
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems

- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone, or face to face inquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort, and distribute the mail
- Answer telephone calls and relay them to the proper parties
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Photocopy and print out documents as needed

Skills & Qualifications

- Proven administrative or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- experience in the field or in a related area is preferred
- High school diploma or equivalent; college degree is preferred

Application Process

Please send your resume to HR@nhicct.org