

The Council of Islamic Guidance

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada



Job Title: Administrative Assistant Intern

About us

The Council of Islamic Guidance is seeking a dedicated, organized, and efficient Administrative Assistant Intern to join our growing team. In this role, you will support the office and the team by performing a variety of administrative tasks. Your role will be integral to maintaining our office operations and ensuring we are successful in supporting our members and employees.

Key Responsibilities

1. Provide administrative support to ensure efficient operation of the office.
2. Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
3. Complete operational requirements by scheduling and assigning administrative projects; expediting work results.
4. Exhibit polite and professional communication via phone, e-mail, and mail.
5. Support team by performing tasks related to organization and strong communication.
6. Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
7. Provide information by answering questions and requests.
8. Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.
9. Contribute to team effort by accomplishing related results as needed.

Qualifications

1. Proven administrative or assistant experience.
2. Knowledge of office management systems and procedures.
3. Excellent time management skills and ability to multi-task and prioritize work.
4. Attention to detail and problem-solving skills.
5. Excellent written and verbal communication skills.
6. Strong organizational and planning skills.
7. Proficiency in MS Office.

The Council of Islamic Guidance invites applications. As an organization serving the needs of its membership and the wider community, we take pride in our commitment to our members. We hold a strong belief in creating opportunities within our community, and thus, encourage applications from members of our organization.

Should you not currently be a member but are interested in this position, we welcome you to apply for membership at the time of your application. This enables you to participate fully in our community and to be eligible for employment opportunities such as this. Interested candidates are requested to submit their resume, along with a cover letter detailing their relevant experience and interest in the role. Applications will be accepted until the position is filled.

How to Apply

Thank you for considering a career at The Council of Islamic Guidance. To apply for this position, please take a minute to fill out the following form:

<https://forms.gle/5T16gk5dewwQR2PQ7>

Please note that only shortlisted candidates will be contacted.

The Council of Islamic Guidance thanks you for your interest.