OTTAWA MUSLIM ASSOCIATION

OMA Summer 2021 Job Post
Administrative Assistant

Alsalamu Alaikum Wa Rahmatu Allah Wa Barakatuh,

The Ottawa Mosque team is pleased to announce that we are now open for job applications through the Canada Summer Jobs program.

Job Description

The administrative assistant will be mainly responsible for office work and customer service . This **in-person** job includes, but is not limited to the following tasks:

- Writing emails and answering phone calls at the office
- Scheduling meetings and organizing the Imam's schedule
- Sorting through mail and assigning it to the appropriate individual
- Booking marriage and counseling sessions for the Imam
- Informing the Masjid attendees of the different services that the Masjid Offers

What are we looking for?

- Excellent organizational and time management skills with the ability to handle pressures of deadlines and fluctuating workloads
- Proficiency in using Microsoft Office software, as well as Google services

Phone: (613) 722-8763
www.ottawamosque.ca
Email: oma@ottawamosque.ca
Address: 251 Northwestern Ave, Ottawa, ON K1Y 0M1

- Excellent attention to detail
- Efficient and accurate data entry
- Most importantly, confidentiality, excellent customer service and the ability to communicate effectively with both the masjid attendees and the staff.

Additional Assets

- Bilingual French/English
- Knowledge of Quickbooks, and the ability to create invoices

Salary And Work Hours

- Start Date: upon employment
- Employment Duration: 8 Weeks
- Salary: 15 CAD / Hour
- Work Hours: Mon - Fri 12pm - 6:00pm, Sat 12pm -5:00pm

How To Apply?

Please send an email with your resume and a cover letter to comms@ottawamosque.ca

Note: To qualify for this job you need to be a Canadian Citizen or a permanent resident, between 15 and 30 years of age (inclusive) at the start of employment, and is legally entitled to work in Ontario.

Kind Regards,
Mohammed Aswad
Communications and Community Engagement Lead