



OTTAWA MUSLIM ASSOCIATION

Sep 6, 2021

Hall of Peace (HOP) - Administrative Officer Position

Alsalamu Alaikum Wa Rahmatu Allah Wa Barakatuh,

The Hall of Peace team is pleased to announce that we are now open for job applications for the full time position of Administrative Officer.

Based within the Hall of Peace (HOP) in Ottawa, Canada, the Administrative Officer is responsible for supporting the day-to-day business activities for the Hall of Peace (HOP). This position will report to the Hall of Peace Committee of the Ottawa Muslim Association (OMA) Trust.

You will be responsible for email, event calendar, voicemail and the flow of work for the Hall of Peace (HOP). An important part of your responsibilities will be the management and preparation of invoicing and related collection activities. You will represent the Hall of Peace Committee in their absence by handling routine telephone calls and emails and will respond to clients and others professionally, displaying diplomacy and tact.

In addition, the Administrative Officer is responsible for providing document processing support, drafting standard and non-standard correspondence, spreadsheets and presentations, organizing logistics and materials for events and meetings, and other related duties that will enhance the effectiveness of the Hall of Peace.

Critical attributes for the Administrative Officer position include a positive, proactive **"can do"** attitude and excellent interpersonal and communication skills. Your attention to detail, discretion in handling financial transactions as well as confidential information and your

ability to prioritize and adapt to changing demands and deadlines, will be essential to your success.

Key Accountabilities and Responsibilities

- Manage HOP emails and calendar
- Provide telephone coverage, including answering the telephone and monitoring voicemail
- Prepare invoices, including making entries in HOP's accounting system
- Assist Hall of Peace Committee in monitoring invoicing and collection activities
- Calling clients to follow up on unpaid invoices
- Prioritize and manage the workflow passed through to Hall of Peace Committee for review
- Coordinate with others to ensure timely production of documents and reports
- Finalize (type, format, edit) standard and non-standard documents using MS Word, Excel and PowerPoint and other software as required (e.g. correspondence, reports, presentations and other documents)
- Draft standard and non-standard correspondence
- Organize materials and logistics (reserve meeting rooms and AV equipment, arrange catering, etc.) for events and meetings
- Prepare expense reports
- Arrange conference calls
- Sort, review and circulate incoming mail
- Fax, photocopy and scan documents
- Other related duties and/or activities core to the Hall of Peace Committee's responsibilities

Career Profile

- **Personal Competencies**
 - Strong client service focus in dealing with both external clients and internal Hall of Peace Committee Members and OMA Trust Members, displaying an image of professionalism, discretion and integrity
 - Excellent judgment and strong problem solving skills, including a proactive approach to working with Hall of Peace Committee and clients

- Adaptable and able to work within tight deadlines, showing flexibility
- Good understanding of financial principles related to invoicing and collection of revenues
- Able to communicate effectively with clients and the Hall of Peace Committee Members
- Excellent oral and written communication skills (including strong spelling, drafting, editing, proofreading, punctuation and grammar skills in English and Arabic and French)
- Excellent technical skills in MS Office - Word, Excel, PowerPoint and Internet search tools
- The ability to learn new software and follow set standard procedures with excellent attention to detail
- Effective listening skills
- Exceptional organizational skills and time management skills with the ability to handle pressures of deadlines and fluctuating workloads with the ability to prioritize multiple responsibilities
- Bilingualism and experience using accounting software such as Sage, QuickBooks and HoneyBooks is a definite asset
- **Experience**
 - This role is best suited to an individual who has a minimum of 5+ years of successful experience in event planning, administration (preferably in a professional service i.e. legal or accounting) and supporting staff at a senior level.
- **Education**
 - Minimum High school diploma required.
 - Post-secondary school studies (certificate/diploma) in Office or Business Administration is an asset

Salary And Work Hours

- Start Date: Immediate
- Employment Duration: Annual Contract
- Salary: 18 CAD / Hour
- Work Hours: Mon - Fri 11am - 6:00pm

How To Apply?

Please send an email with your resume and a cover letter to info@hallofpeace.ca

The post will be open to mature applicants only. **Application deadline is Friday Sep.17, 2021.**

Interviews will be conducted on Saturday Sep.18, 2021

Note: To qualify for this job you need to be a Canadian Citizen or a permanent resident, and is legally entitled to work in Ontario.

Sincerely,

Mariam Aly
Hall of Peace Administrator

