



Job Posting: HCS Administrative Assistant

Job Title: HCS Administrative Assistant (3-Month Contract)

Reports To: Head of Halal Certification Services (HCS)

Location: ISNA Canada Head Office, 2200 So. Sheridan Way, Mississauga, ON L5J 2M4

ISNA – Canada is a Mississauga based national Muslim organization committed to providing Muslims with opportunities to develop and put their faith into action. It envisions vibrant Muslim communities as a catalyst for positive change in Canada.

Summary:

The HCS Administrative Assistant plays a critical role in the development of Halal Services including support for the delivery of Halal certification services, the development and maintenance of the HCS web site content, development and maintenance of HCS social media efforts, controlled documents, research, community relationship development, monthly reports.

Core Competencies:

- Team Work
- Effective Communication Skills – Written and Verbal (French and / or Arabic a plus)
- Planning and Organizing
- Stakeholder Engagement
- Creative and Innovative Thinking
- Relationship Building

Primary Duties and Responsibilities:

- Preparation of HCS Halal certification documents and filing
- Help develop and maintain HCS contact directories
- Contribute to the development and maintenance of HCS website format and content
- Prepare monthly draft progress reports on HCS revenue generation
- Maintain HCS Controlled Documents and other resource information
- Monitor and provide monthly updates on expenses generated and recovered
- Maintain and refine HCS certification process administrative support

Qualifications / Competencies

- Knowledge of office management systems and procedures; handle multiple projects.
- Excellent time management skills and ability to multitask and prioritize work.
- Attention to details, problem solving skills; strong organizational and planning skills.
- Excellent written and verbal communication skills including accurate meeting minutes
- Strong organizational and planning skills.
- Proficient in MS Office; maintain manual and online archiving system.
- Assist in the preparation of regularly scheduled reports and maintain contact lists.
- Book and organize travel arrangements, conference calls, meeting rooms, couriers, etc.
- Prepare and monitor invoices; submit and reconcile expense reports.
- Research and create presentations; handle sensitive information in a confidential manner.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.

To Apply: Send your cover letter and resume to jobs@isnacanada.com by Sunday, February 10, 2019