



# Islamic Circle of North America

**Posting Date:** October 31<sup>st</sup>, 2017  
**Job Title:** Office Administrator  
**Job Type:** Permanent Full Time  
**Compensation:** 35K - 45K annually  
**Working Hours:** Standard Hours along with some weekend and off hours work as needed by the position.

**Overview:** **ICNA Relief Canada** is a department of ICNA Canada, working in the field of community and social development. The Islamic Circle of North America (ICNA) is federally registered in Canada as a charitable organization since 1970. We have built a widely respected reputation through our community welfare work. ICNA Relief Canada is dedicated to reaching out at home and abroad through a wide range of aid and rehabilitation projects; in particular, we endeavor to respond effectively to victims of natural disasters internationally.

**Responsibilities:** The ICNA Relief Canada is hiring Office Administrator position reporting directly to Executive director. The will provide general administrative support to IRC team in all aspects of day to day work environment with an objective to make an effective work environment.

The office administrator in our office will serve as the leader in maintaining the daily office operations and work closely with the Executive Director and other in-house IRC Staff to maintain smooth, effective, and efficient business operations. The individual will be required, but not limited to, providing administrative support, maintaining various business records, supervising administrative staff and volunteers, training new employees, organizing and coordinating office policies, review and update donor databases, and must maintain relationships with vendors, service providers, and other stake holders ensuring that all items/contracts are invoiced and paid on time.

**Skills/ Qualifications:** Must have a degree in relevant field. 3-5 years of experience with customer service, social services or office management. Must have excellent discretionary skills and be able to communicate politely and effectively within a small office; strong interpersonal skills demonstrating tact and confidence in engaging with volunteers, clients, and staff on daily basis. The ideal candidate will have a strong sense of cultural awareness and sensitivity in all dealings.

**Apply:** Interested candidates should forward their resume to ICNA Relief Canada at [hr@icnareliefcanda.ca](mailto:hr@icnareliefcanda.ca) by November 30<sup>th</sup>, 2017. We appreciate all applications with equal opportunity, but only short-listed candidates will be contacted for interview. The interview process will start within four weeks of the job posting.

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**Phone: 905-257-ICNA,**