



The following position is funded by the Government of Canada

Job Position: Office Clerk

No. of Position: 1

Job Location: Unit 4 & 7, 100 McLevin Ave., Scarborough, ON M1B 5K1

Wage rate per hour: \$14/hr. – 37.50hr/week for 7 weeks

Minimum Qualifications: Must be a returning full time student of a College or University

Application Closing: Jun 18th, 2018

Job Descriptions:

- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned

Skills:

Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication

Note: We would like to thank all applicants for their interest in opportunities with us. Only those candidates under consideration will be contacted - no phone calls please

At this time, we do not require assistance from recruitment agencies. Any candidates submitted via staffing and employment agencies will not be considered.

Conditions:

- Be between 15 and 30 years of age at the start of employment.
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please email your resume to

Email: hr@muslimwelfarecentre.onmicrosoft.com Web: www.muslimwelfarecentre.com