



Administrative Assistant Position Available!

Al-Noor Foundation is seeking an experienced administrative professional to work 20-30 hours a week in the office. Please send your resume, cover letter, and references to

fayezbm@alnoorfoundation.org

PRIMARY RESPONSIBILITIES:

1. Answer telephones and transfer to appropriate staff.
2. Meet and greet vendors and visitors.
3. Create and modify documents using Microsoft Office and Adobe Acrobat.
4. Arrange and confirm appointments for Religious Director and board members.
5. General clerical duties including photocopying, faxing, mailing, and filing.
6. Maintain hard copy and electronic filing system.
7. Record, monitor expenses and keep invoices on file.
8. Research, price, and purchase needed office supplies
9. Support Board of Directors in its tasks and project based work.

ADDITIONAL RESPONSIBILITIES:

1. Maintain professional and organized facility.
2. Monitor and record committee expenses and reimbursements.
3. Maintain calendar of facility usage for classes and seminars.
4. Assist with Saturday School Program: collecting fees, issuing receipts to parents and make cash count spread sheet by the end of the month for deposit.
5. Prepare time sheets for herself/himself as well the housekeep and submit to accountant/BOD
6. Process ad hoc and monthly credit card donations.
7. Ensure adequate supplies (bathroom, Cleaning etc..)

SKILL REQUIREMENTS:

1. Previous administrative experience
2. Professional verbal and written communication skills in ENGLISH
3. Excellent customer service
4. Proficiency in computer skills including Microsoft Office, Acrobat & telephone protocol