



# SURREY MUSLIM SCHOOL

Tel. 604-599-6608 | Fax 604-599-6790 | [administration@surreymuslimschool.ca](mailto:administration@surreymuslimschool.ca)



## OFFICE ASSISTANT - CLERK

The Surrey Muslim School is currently looking for a full-time temporary office assistant to cover a maternity leave. This position will start on February 15, 2016.

### Purpose and Accountability

The purpose of this position is to perform clerical duties in support of, and to assist, in the day-to-day operation of the school. Maintains filing systems and computerized records related to students, accounting, and other related school and/or office matters.

### Responsibilities

- Answers telephones, relays messages, makes appointments and supplies factual information to callers. Telephones parents concerning student absenteeism, check-outs, or early dismissals.
- Assists in dealing with counter inquiries. Supplies verbal information, makes appointments, distributes forms, student numbers and other specific information. May receive and register substitute teachers. Files and searches office records.
- Responsible for documentation of student registrations, withdrawals, transfers, late attendance, misbehaviour referrals, detentions and attendance records. May request or forward Cumulative Record Folders for transferred pupils.
- Prepares correspondence including monthly newsletter, notices, etc.
- Processes incoming and outgoing mail. Maintains bulletin boards, and other informational materials.
- Utilizes various kinds of automated equipment such as calculators, fax machines and computer. Accesses computerized applications related to student systems (MyEducation) and purchasing systems.
- Maintains office supplies. Places orders and/or arranges for delivery of goods and services. Prepares files for storage, moves, retrieves and sorts stored material.
- Acts as cashier to receive monies, issues change and receipts.
- Prepares financial records and summaries.
- Draft student recognition material.
- Performs other related duties as assigned.



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## Qualifications

### Education and Experience

- High school completion
- Office Assistant Certificate
- Minimum two years related experience in an office environment
- Fluency in spoken and written English
- Position requires knowledge of Quran and Sunnah due to it being the first point of contact of a Muslim School.

### Demonstrated Skills and Competencies

- Knowledge of basic bookkeeping and office / records management
- Strong data entry skills with an emphasis on accuracy
- Ability to use computer applications such as Word Processing, Excel, PowerPoint, email and other information management tools.
- Ability to maintain and use complex databases
- Strong customer service orientation
- Very good time management, prioritization, multitasking and organizational skills
- Ability to adapt and manage change
- Strong verbal and listening communication skills, combined with good written communication skills and very good interpersonal skills
- Ability and success in building productive relationships with co-workers, staff and community at large
- Professionalism, tact, courtesy and diplomacy skills
- Ability to deal with sensitive and discretionary matters and maintain strict confidentiality
- Good problem-solving and good decision making skills
- Use of appropriate judgement in a framework of predetermined methods, protocols and procedures
- Trustworthiness, integrity, dependability and reliability
- Personal suitability.

## Conditions of Employment

In order to ensure and maintain a safe and secure working and learning environment, all applicants who are offered employment

**Surrey Muslim School - #119-7475 135 Street, Surrey, BC, V3W 0M8**



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must complete and pass a criminal record clearance before employment is confirmed.

Please send your resume, cover letter, 2 letters of reference and diploma via email to: [hr@bcmuslimschool.ca](mailto:hr@bcmuslimschool.ca). Deadline: **January 31, 2016**

***We thank all candidates for their interest in this position. However only those selected for an interview will be contacted.***