



# BC Muslim School

12300 Blundell Rd., Richmond, BC V6W 1B3

## Employment – Receptionist/Secretary

The BC Muslim School is an Independent School enrolling students from Kindergarten to Grade 7. The purpose of BC Muslim School is to provide a superior standard of education to foster academic achievements and to cultivate an Islamic spirit in each student. The goal behind Muslim education is to raise Muslim children in an environment that is friendly to Islam and where they identify with each other. And when they graduate, they will be practicing and believing Muslims, ready to take their rightful place in society.

### SUMMARY

Perform secretarial work of a variety of tasks in a school office. While some of these duties are of limited complexity, other duties involve a series of tasks that are more complex. Employees in this position must work effectively with interruptions.

Some independence of judgment, based on a good understanding of school policies and guidelines, is a component of the position. The secretary may adjust the work schedule in anticipation of, or to meet, changing priorities throughout the school year. Unusual or difficult problems are referred to the supervisor.

### ROLES AND RESPONSIBILITIES

- Performs a variety of secretarial duties, including but not limited to: telephone, relaying messages, reception, maintains filing system, photocopying, faxing, expense claims, processing of report cards, sort and distribute mail and operation of standard office equipment
- Maintain database information using MyEducationBC software as required including but not limited to: student registration, demographics, medical/legal alerts, attendance, and incident reporting
- Typing of routine correspondence including but not limited to: newsletters, reports, forms, etc.
- Prepares standard reports including but not limited to: staff absences, fire drills, accident/incident reports.
- Monitor/maintain inventory and place/receive/verify supplies and equipment orders
- Submit maintenance work orders and transportation requisitions
- Provide Health Unit with required information for medical alerts, kindergarten hearing/vision screening and student immunizations and other reports as required
- Administer minor first aid to students and advise parents of injury

- Performs other related duties as may be reasonably expected of a person in this position

## **QUALIFICATIONS AND EXPERIENCE**

- Completion of Grade 12 plus post-secondary education in office administration with previous related office experience over 6 months up to 1 year and minimum typing speed of 50 words per minute
- Demonstrated knowledge and experience with standard software programs including word processing, spreadsheets and databases (e.g. Microsoft office)
- Demonstrated knowledge and experience in office practices and procedures
- Sound knowledge of business english, spelling, arithmetic, grammar and punctuation
- Demonstrated ability to organize work flow and office systems such that work is prioritized to meet deadlines while dealing with interruption
- Ability to communicate effectively and demonstrate good public relations skills, exercising good judgment in dealing with a variety of student, staff, parent and public inquiries
- Ability to work co-cooperatively and maintain effective working relationships
- Working knowledge of school operations, policies and procedures
- A clear Criminal Record Review to be updated every five (5) years

## **BENEFITS**

Salary to be determined based on experience. A comprehensive benefits plan is available after 3 months of employment. We value our employees and like to see them grow with our school.

Interested in joining our team? Please send your resume, a cover letter and 2 references to [chantal@bcmaschools.ca](mailto:chantal@bcmaschools.ca).

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.