

**May 10<sup>th</sup>, 2022.**

## **JOB OPPORTUNITY - "Office Assistant"**

The BC Muslim Association (BCMA) has a vacancy for an "Office Assistant" position at its Head Office in Richmond B.C. This is a fulltime position of 40 hours per week.

The BCMA was established in 1966 with its head office in Richmond B.C. It is one of the largest Muslim organizations in Canada serving the Muslim community of B.C. through its province-wide branches and chapters. For more details please visit us at: [thebcma.com](http://thebcma.com).

### **Main duties include:**

- Process, sort, and route incoming and outgoing mail.
- Aid with visitor reception and service as needed.
- Create, maintain, update and enter information into databases.
- Handle incoming calls and answer basic member common enquiries.
- Assist in Managing electronic and physical filing and record keeping systems.
- Update paperwork, maintain documents, and word processing.
- Fax, scan and copy documents.
- Monitor and manage inventory of office supplies.
- Perform other administrative support tasks.
- Support other staff with organizational tasks.

### **Skills and Qualifications :**

- High school or college graduate or equivalent.
- 1-3 years of relevant experience in administrative or clerical role.
- Excellent organizational skills, ability to prioritize, and comfortable working independently in a multicultural environment.
- Exceptional oral and written communication skills.
- Outstanding customer service and strong interpersonal skills.
- Strong attention to detail.
- Proficient computer skills and ability to operate general office equipment.
- Internet skills including use of e-mails, group messaging and data collection.
- Eligible to work in Canada

**Salary & Benefits :** Compensation commensurate with education and experience.

To apply, please email resume and a cover letter to: **[treasurer@thebcma.com](mailto:treasurer@thebcma.com)**

Application Deadline **May 20<sup>th</sup>, 2022.**