



JOB DESCRIPTION

Position Title: School Secretary, Ahmadiyya Muslim Elementary School, Barrie, (Oro-Medonte)

Department: National Department of Ta'lim

Immediate Supervisor: Principal, Ahmadiyya Muslim Elementary School, Barrie

POSITION SUMMARY

Ahmadiyya Muslim Elementary School, Barrie (Oro-Medonte) is looking for a full-time School Secretary to join our team and contribute to the smooth and efficient operation of our school. Ahmadiyya Muslim Elementary School provides Islamic and academic education and is run by highly qualified professional Ahmadi teachers.

The Elementary School Office Secretary plays a crucial role in the daily administration of the school. This position requires excellent organizational skills, strong communication abilities, and a friendly, professional demeanour. The successful candidate will be responsible for managing office tasks, assisting staff and students, and providing exceptional customer service to parents and visitors.

Applicants must be able to commit to regularly scheduled full-time work hours. Ahmadiyya Muslim Elementary School runs from grades JK-5 in its inaugural year and to grade 8 when at full strength. We are located on the premises of Maryam Mosque, Barrie (Oro-Medonte). The school operates between 8:30 am - 2:30 pm from Monday to Friday.

We appreciate the interest of all applicants, but will only be interviewing candidates, whose skills, experience, and qualifications best meet the position's requirements.

This is a paid position.

RESPONSIBILITIES

- Greet and assist students, parents, and visitors in a courteous and professional manner.
- Answer and direct phone calls, emails, and other communications.
- Maintain accurate student records and files.
- Coordinate and schedule appointments, meetings, and school events.
- Manage office supplies and ensure the office is well-organized.
- Assist with the preparation and distribution of school communications, such as newsletters and announcements.
- Support school staff with administrative tasks as needed.
- Handle sensitive and confidential information with discretion.
- Perform other related duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent; additional qualifications in office administration or related field is an asset.
- Previous experience in an administrative or secretarial role, preferably in an educational setting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with office equipment.
- Excellent verbal and written communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Friendly, approachable, and customer-service oriented.
- Ability to handle multiple tasks and work in a fast-paced environment.
- Being part of the Waqf Nau scheme will be considered an asset.

When applying for the position, please include the following:

- ✓ Resume and cover letter
- ✓ Names and contact information of at least two professional references

Interested Candidates can confidently apply by sending their resume to HR@ahmadiyya.ca.

Deadline for applications: Review of applications will begin immediately and continue until the positions are filled. Please note, that successful candidates will be required to submit a current Police Vulnerable Sector Screening Certificate.

For further information please contact:

HR@ahmadiyya.ca

Tel: 905-832-2669 Ext. 2272