



Job Title: Administrative Clerk
Status: Full-Time, 3 month Contract
Location: Burlington, ON
Department: Finance

This position will be responsible for providing administrative assistance to the Programs Finance team. Their duties will include documenting, filing and maintaining all program binders to ensure compliance. They will also provide support to the programs finance team in daily office needs.

Essential Duties and Responsibilities:

- Handle and maintain all programs binders, including the scanning, printing and consolidation of file documents
- Assist with various other general administrative duties and other clerical duties that may be assigned

Qualifications/Competencies:

- High School degree
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular) and Adobe
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Submit applications to careers@islamicreliefcanada.org