

Office Secretary:**Location: London Central Mosque Trust Limited and Islamic Cultural Centre****Requirements:**

- Education: bachelor's degree / Higher Diploma
- Position Type: Full Time - Monday – Friday 10:00am to 6:00pm
- Job Type: Experienced
- Salary: £25000 Per annum
- Contact details: Fixed term
- Date: 2 January, 2024

Experience:

- Secretarial: 2 years (required)
- Language:
- English (required)
- Arabic (required)

Duties and responsibilities:

- Greet visitors and undertake general director's office duties.
- Answer phones and respond to emails.
- Book meetings, log calls, take messages, and take minutes during meetings.
- Prepare and distribute correspondence and memos from the director's general office.
- Develop and maintain a filing system.
- Order and maintain office supplies.
- Manage the current agenda and arrange new meetings and appointments.
- Assist with presentations, reports, emails, and letters.
- File and update the contact information of clients, employees, suppliers, and partners.
- Implement and develop office procedures.
- Maintain confidential information, file it, and store it accordingly.
- Organise and distribute messages to the appropriate staff members.
- Checking all incoming posts, coding, scanning/sending copies to relevant parties
- Diary management: arranging meetings and ensuring relevant paperwork is ready for meetings
- Preparing outgoing correspondence to clients,
- Making sure the office runs smoothly on a day-to-day basis and all other aspects of a secretarial role, including basic ad hoc duties, are all included.

The ideal candidate for this role is:

- Excellent organisational skills
- Experience with customer-facing roles
- Patience, a 'can-do' attitude, and time-management skills
- Excellent attention to detail
- Exceptional written and verbal communication skills
- The ability to multi-task
- Be flexible and open to change.
- The ability to organise and prioritise

- The ability to work alone and in a team environment in a professional manner
- To be able to use a computer and main office programmes competently
- Previous PA or secretarial experience
- Must be proactive and efficient.
- Excellent computer skills
- Excellent telephone manner
- Reliable and flexible
- Maintain a high level of confidentiality.
- Ability to work under pressure and to tight deadlines
- Willingness to learn new skills

Benefits

- Free onsite parking
- Pension scheme
- Based in office NW8 7RG
- 20 days holiday (pro-rata) plus bank holidays