



The **Horizon Academy Institute** (HAI) is seeking a full-time **Administrative Assistant** to join its team.

Horizon Academy Institute provides programs and services in education and leadership development through the universal values of Islam and modern best business practices. We strive to provide a safe, healthy, and ethnically diverse learning environment.

The successful candidate will interact with HAI's internal superintendent for Horizon Leadership Academy (HLA), the HLA committee, staff, volunteers, building management, and the housekeeping team.

Summary: The successful candidate will report to HAI's Executive Director and will ensure the efficient operation of HLA school office and perform a variety of secretarial/clerical duties for the HAI and HLA.

Key Responsibilities. The job description includes but is not limited to:

- Performing receptionist duties by greeting visitors and parents, answering the telephone, providing information, or redirecting inquiries as required.
- Operating equipment such as computer, printer, telephone system, photocopier, FAX, P.A. system etc.
- Inputting, maintaining, and retrieving data such as absentees, attendance, student records, student demographics, and a variety of reports as directed using a computer.
- Maintaining adequate inventory of office and general supplies, ensuring accuracy of incoming orders, and submitting discrepancy reports.
- Maintaining filing systems for the school office including correspondence, reports, student cumulative files, and general information including those of confidential nature.
- Assisting with registration of new students.
- Requesting and uploading student files.
- Administering minor first aid to students such as applying band-aids and dispensing ice packs.
- Being knowledgeable and supportive of applicable school policies and procedures.

- Conducting oneself in a manner appropriate to an educational institution that provides services to children.

- Dealing tactfully with staff, students, parents and the public.
- Performing such other tasks as may be required to meet organizational objectives and timelines.

Required Qualifications and Experience:

The successful candidate must be capable of thriving in a fast-paced multi-focused educational institution committed to Islamic teachings. The ideal candidate will have:

- Grade 12 graduation including/supplemented by typing (70 w.p.m.);
 - 2 years of progressive administration experience and completion of some post-secondary education (an equivalent combination of skills and experience may be considered);
 - be proficient in the use of computers and software, and able to maintain a positive disposition during stressful moments;
 - Intermediate/Advanced skills in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Google Editor Office, Internet skills and web content management;
 - Strong organizational skills and a student service orientation ;
 - Have a clear speaking voice, strong listening skills, and an ability to ask questions to clarify or request information;
 - Proven ability to work in a fast-paced environment with moderate interruptions from phones, staff and other inquiries which require excellent time management skills to prioritize and meet deadlines;
 - Understand and maintain confidentiality, demonstrating diplomacy and good judgment;
 - Demonstrate strong communication, team and customer service skills, and an ability to exercise judgment within established guidelines;
 - Knowledge of Arabic and/or Urdu languages is desirable.
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- A positive attitude and the ability to work independently and as part of a team are critical to success;
 - Value inclusiveness as the celebration and acceptance of all people;
 - Value the creation of supportive and caring environments that foster positive learning outcomes;
 - Able to remain calm in demanding situations, and appropriately deal with stress resulting from these situations ;
 - Open to learning and development, and willing to accept new challenges and assignments;

Work Schedule:

September- June

Monday to Thursday

8:30 A.M. to 3:30 P.M

Friday

8:30 A.M to 12:30 P.M

July & August- working hours may differ

Change in the work schedule may be required at various times as assigned by HLA superintendent.

Benefits:

- \$17-\$19/hr. – dependent upon qualifications and experience
- Health benefits – 3 months post hiring
- Professional development and training.
- Onsite free parking.
- Paid sick/personal days.
- Company events such as potlucks, Eid, and Ramadan celebrations.
- A unique organizational culture that nurtures lifetime positive relations and a great sense of community.

Conditions and hours of work:

- Excessive standing, walking, and bending throughout the day.

Application Deadline: July 30, 2023

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

To apply, please send your resume and cover letter to:

zineb.elkadiri@horizonacademy.ca