



**MAH**  
Muslim Association of Hamilton



# **HIRING**

## **Full-Time School Secretary**

The Islamic School of Hamilton (ISH) is a private elementary school, administered by the Muslim Association of Hamilton (MAH). ISH offers an excellent Islamic work environment.

The MAH is accepting applications for the position of Full-time **School Secretary** for the 2019-2020 academic year.

### Preferred Qualification:

- University/college degree

### Required Qualifications:

- Fluent in English (verbal and written)
- Comprehensive knowledge of MS Office and Excel
- Excellent communication and interpersonal skills with parents, staff and administration
- Ability to interact effectively with students, parents, and school staff
- High degree of multi-tasking and time management capabilities
- Proficient in writing, editing and publishing website content
- Excellent problem solving skills
- A criminal background check with Vulnerable Sector Screening (dated within six months) is required prior to commencement of employment
- Able to prepare and disseminate correspondence, forms, and memos
- Proven work experience as secretary or administrative assistant
- Integrity or professionalism

Applications are being accepted until July 31, 2019. To apply, please send a letter of intent and resume to: Chair - Education Committee, Email: [ec@hamiltonmosque.com](mailto:ec@hamiltonmosque.com) and cc: [Principal@ishcanada.com](mailto:Principal@ishcanada.com)

Please include '**School Secretary Position**' in the subject line of your email.