

Job Description - Administration Assistant

KSIMC of Birmingham is a vibrant organisation who are looking for an Administrative Assistant to join the Secretariat team.

The ideal candidate for this job should be ready for a challenge, technically able, resourceful, a good problem solver and well organised. The role involves regular interaction with the Office Bearers, sub committees, internal and external stakeholders, therefore confidence and the ability to build a rapport with people is key.

The ability to multi-task, while maintaining complex schedules and providing administrative support, is essential in this position. The individual would report directly to the Office Manager, with performance reviewed on a 6-monthly basis.

Regular tasks include:

- Receiving, opening, and sorting post.
- Reception duties: Answering the phone and handling internal and external visitors.
- Organising banking
- Responding to all emails appropriately and carrying out related actions.
- Handling online & physical bookings of the Imambargah, SZ halls and classrooms for internal subcommittees, members, and external organisations.
- Filing all paperwork physical and digital following the correct records management structure.
- Liaison with Caretaker regarding deliveries, bookings, cleaning, and general site related activities.
- Receiving, logging, communicating following up maintenance queries.
- Administrative assistance to Executive Committee and Subcommittees where required.
- Processing Membership & Burial applications
- Raising invoices on Accounting Software.
- Payment Processing and Receipting
- Facilitating Alim/Zakira bookings in liaison with Secretary General and Deputy SG: correspondence, contracts, accommodation, and travel arrangements
- Liaising with the Director of Programs on AV requirements: Majalis (marhumeen names), Announcements, scheduling, and subcommittee events
- Co-ordinating wedding bookings with the director of programmes for AV and officiating support, ensuring all paperwork and procedures for weddings are complete.
- DBS application facilitation, processing & monitoring for Staff & volunteers
- Website and Jamaat App updating, monitoring for secretariat and providing assistance and training for subcommittees where appropriate
- Assisting with organisation of Fateha & Nyaz where required
- Chasing outstanding invoice
- Minute taking for EC meetings, AGM & EGMs.
- Preparation of Market Research and renewal of Energy , Insurance, and other contracts for the whole organisation
- Assisting in the preparation of AGM reports including preparation of Statistics on deaths, marriages, and engagements
- Other Ad hoc duties as and when required

Candidate Requirements

- Quick learner with good attention to detail
- Team player and with a good work ethic
- Good verbal and written communication skills – able to build rapport with people at all levels
- Self Motivated and Proactive
- Ability to work on own initiative
- Excellent Microsoft Office skills
- Good Experience with Social Media Platforms and Mobile Apps
- Good Working Knowledge of Accounts/Bookkeeping & software such as Quickbooks and Sage
- Experience/Good understanding of GDPR regulations and handling of confidential data