

## WECARE CANADA

2612 37 Ave NE, Calgary, AB, T1Y5L2  
www.wecarecanada.ca, (403)291-0222



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### JOB POSTING - Office Administrator

Starting Date: Immediate

Job Type: Full Time

Hours per Week: 40

Salary: Based on experience and qualification

Application Deadline: 22nd Feb 2019

#### Job Description:

WeCare Canada is the Emergency & Crisis wing of the Muslim Council of Calgary, where services such as Food, Shelter and Senior Care are provided. WeCare is currently seeking an Office Administrator. The Administrator will be working under the WeCare coordinator, ensuring that the office runs efficiently.

#### Responsibilities:

- Attending to phone calls and answering inquiries.
- Intake and assessment of WeCare clients.
- Follow up and update client files.
- Run social media accounts and responsible for content and posting of events.
- Prepare paperwork for approved clients.
- Monitor the WeCare Pantry at Akram Jomaa.
- Identify clients for food hampers and assist with organizing the hamper drives.
- Purchase office supplies and maintain paper trails for the same.

#### Qualifications/ Requirements

- Degree in Office administration or similar.
- Eye for detail & precision. Organizational skills.
- Fluent in English and Arabic (writing and speaking).
- Have empathy when dealing with clients.
- Experience in an office setting is an asset.
- Excellent computer and social media skills.

#### Location of Work:

2612 37 Ave NE, Calgary, AB, TY15L2

Send your updated resume with cover letter to [info@yycmuslims.ca](mailto:info@yycmuslims.ca)